

## **Ella Saunders**

10163 Saint Paul Drive  
Thornton, CO 80229  
701-793-6126  
saun\_2011@hotmail.com

**OBJECTIVE:** Energetic, team-player eager to bring my skills to a growing company.

**EDUCATION:** **Rasmussen College** **Fargo,ND**  
*Criminal Justice* 2010

### **EXPERIENCE:**

**Imagine!** **Lafayette, CO**  
*Day Program Counselor* May 2012 to Present

- Facilitates day program activities through CORE
- Follows established curriculum and supervises consumers
- Integrates consumers into a group setting
- Maintain detailed records and reports
- Respond to emergency situations as they arise.

**Synergy Homecare** **Louisville, CO**  
*HR/Care Specialist/Caregiver* January 2012 to March 2012

- Recruiting new caregivers, such as through referrals and job postings
- Building and maintaining relationships with caregiver referral sources, such as local nursing schools
- Directing interested applicants to our online application
- Screening applications and conducting phone and in-person interviews
- Conducting reference checks, employment verifications, and background checks
- Completing and ensuring thoroughness and accuracy of caregiver employment files, including both electronic and paper records
- Scheduling employees for orientation, including online and in-person components
- Training caregivers during onboarding/orientation and on an ongoing basis, including in-person training and administration of online training

**WellPoint** **Denver, CO**  
*Enrollment and Billing Specialist* September 2011 to December 2011

- Research members information in systems called Medisys, CallCare Browser, MARx, Ultra and WGS.
- Enroll members into their Medicare plans.

- Assist co-workers with question in regards to the application process and how to enroll members.
- Verify members eligibility in the CMS systems.
- Answer incoming calls.

**US Bank**

**Fargo, ND**

*Initiator*

August 2007 to June 2011

- Assist cardholders with fraud/debit disputes that occurs on their account.
- Enter cases/claims into the database..
- Remove any fees that pertain to the case such as overdraft, add interest and return item fees.

**Eventide**

**Moorhead, MN**

*CNA*

December 2006 to August 2007

- Taking vital signs, help with some medical procedures.
- Assist patients entering or leaving their beds, assist patients walking, tidy patient's rooms, answer call lights.
- Make beds deliver messages, monitoring patients and reporting changes.
- Collecting samples for testing, provide patient hygiene, feeding patients, and monitoring food and liquid input/output.

**Divine House INC**

**Moorhead, MN**

*Program Coordinator*

July 2006 to December 2006

- Coordinate case management services within the community.
- Making sure all rules and regulations were enforced.
- Build relationships with the county agencies, parents and doctors.
- Provide training and evaluations of staff and the clients when appropriate.
- Admit new clients into the home and provide home orientation for new clients and staff.
- Provide case management services for clients such as assessments, monitoring and implement the treatment plans for each client.

**REFERENCES:** Available upon request