

LMS/19

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Senada Cehic

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To obtain a position that will utilize my skills and experience.

Work Experience

Davis Marketing Concepts
-Human Resources Director (Work at Home)

March 2013 to Present

Handles recruiting/interviewing.

Fill out paperwork for employees personnel file.

Main point of contact for employees.

Maintain great communication with president of company.

Administrative duties.

Volunteer Coordinator

APA SPCA

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March 2013 to Present

Maintain clean and healthful conditions for dogs and cats.

Clean cages and kennels, wash dishes and fold laundry, sweep and mop.

Provide water and food for the animals.

Take photographs of animals to put up on on websites for adoptions.

Socialize and exercise animals, making sure they are happy and healthy.

Assist with medications and any other projects needed to get taken care of.

Recruit and train new volunteers.

Patient Care Assistant

Mayo Clinic

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Rochester, MN

April 2007 to March 2013

Perform direct nursing tasks including taking vital signs, assisting with activities of daily living and hygiene needs, and obtaining certain lab specimens.

Chart observations and activities, reporting pertinent changes in the patient's condition.

Perform delegated or other specialized functions as educationally prepared.

Escort patients to and from various destinations.

Assist in maintaining and providing a clean, safe environment.

Order, receive and store supplies and performs basic clerical functions.

Participate in follow-up activities and tracking clients, schedule appointments and perform other related tasks.

Provide case finding and recruitment of at risk persons for comprehensive health services.

Volunteer Work/Community Service

Paws and Claws Animal Shelter

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Rochester, MN

April 2008 to March 2013

Maintain clean and healthful conditions for dogs and cats.

Clean cages and kennels, wash dishes and folds laundry, sweep and mop.

Provide water and food for the animals.

Take photographs of animals to put up on on websites for adoptions.

Socialize and exercise animals, making sure they are happy and healthy.

Assist with medications and any other projects needed to get taken care of

Nursing Clinicals

Mayo Clinic

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Rochester, MN

December 2012 to February 2013

Complete assessments/evaluations/nursing diagnoses.

Assist with treatment of different types of diseases.

Help physicians examine and treat patients.

Make appropriate interventions by reading and interpreting heart monitors.

Support patients with customized patient teaching tools.

Coordinate with doctors and registered nurses to develop care plans for patients.

Use safety precautions and equipment when necessary.

Use computer systems to access patient chart and add additional information to it.

Escort patients to testing as needed.

IV's/Wound Care

Communicate with the allied health staff and nursing instructor.

Resident Assistant

ASI

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Rochester, MN

June 2010 to July 2012

Perform direct nursing tasks including taking vital signs, assisting with activities of daily living and hygiene needs.

Chart observations and activities, reporting pertinent changes in the resident's condition.

Perform delegated or other specialized functions as educationally prepared.

Escort residents to and from various destinations.

Assist in maintaining and providing a clean, safe environment.

Order, receive and store supplies and performs basic clerical functions.

Volunteer Work/Community Service

Channel One Food Bank

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Rochester, MN

April 2008 to April 2012

Receive and record foods donated to the food bank.

Mark food items and stock shelves as needed.

Assist with the distribution of foods to low-income families of Olmsted County.

Perform any other appropriate duties.

Chemical Dependency Technician

The Gables Recovery Home

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Rochester, MN

April 2008 to October 2009

Handle all incoming calls.

Maintain the desk and office area in a neat and organized fashion.

Order and count medications while properly documenting them.

Maintain an up-to-date resident chart.

Make copies and send faxes as needed.

Give access to visitors of the building.

Perform breathalyzer test daily on residents after their outings.

Observe daily resident behavior and report it to counselors.

Manage day-to-day activities.

Maintain excellent communication with CEO and counselors.

Perform clerical duties.
Work independently.
Train and supervise new employees.

Broadband Sales Specialist

Charter Communications

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Rochester, MN

November 2007 to April 2009

Resolve customer complaints and concerns.
Display courtesy and strong interpersonal skills with all customer interactions.
Build and maintain successful relationships with customers and employees.
Maintain composure and patience in face of difficult situations.
Support customers with online billing and account issues.
Troubleshoot with customers over the phone.
Train new employees and explain protocols clearly and effectively.
Maintain clean and organized work station.

Apparel Sales Associate

Sports Authority

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Rochester, MN

May 2007 to November 2007

Compute prices/total purchases and total payments.
Explain and describe merchandise to customers.
Maintain knowledge of current promotions and offer them to customers.
Place special orders and call other stores to find items for customers.
Recommend merchandise based on customer needs.
Operate a cash register, counting till at the beginning and end of each shift.

Administer all point of sale opening and closing procedures.
Replenish floor stock to ensure availability to customers.
Attend monthly meetings and train new employees.
Assist fellow co-workers in their departments as needed.

Cashier/Customer Service

Sears

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Rochester, MN

September 2006 to May 2007

Greet all customers and maintain a positive attitude.
Operate a cash register to process all transactions including returns.
Recommend merchandise to customers based on their needs.
Administer all point of sale opening and closing procedures.
Count register till at the beginning and end of each shift.
Answer telephone and use paging system as needed.
Exceed monthly sales goals.
Assist fellow co-workers with anything they need help with at the end of the night.
Train new employees.

Cashier/Video Clerk

Hy-Vee Barlow Plaza

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Rochester, MN

August 2003 to September 2006

Greet all customers.
Operate cash register to process all transactions including dvd rental returns.
Maintain knowledge of current promotions and policies.

Stock and organize floor items daily.

Develop customers' pictures within 1 hour time limit.

Clean video store area.

Train and supervise new employees.

Education

Nursing Administration

Rochester Community and Technical College -
Rochester, MN

2009 to 2013

Skills

Microsoft Office, 70 Word Per Minute typing speed, Extensive customer service experience, Communication skills, Multi-tasking ability, Many years of experience working with no supervision, Leadership skills, Great people skills, Enjoy helping people, Motivated, Energetic, Flexible.

Certifications

FIRST AID/CPR

June 2012 to July 2014