

Shelly Barsness

Universal worker/Med Aide

Fort Collins, CO

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970-203-4638

To secure and maintain a challenging career related to customer/client relations. I am dedicated to providing quality service, committed to and continually working to improve myself professionally.

#readytowork

Authorized to work in the US for any employer

Work Experience

QMAP/Caregiver

Monarch Greens Assisted Living - Fort Collins, CO

February 2020 to Present

Bartender/Server

American Legion

April 2018 to November 2019

Bartender/Server, short order cook. POS, ordering alcohol/food, training new employees.

Office Assistant/Sorter

Colorado Business Solutions - Fort Collins, CO

October 2017 to June 2018

Sort through donated items to be baled and shipped over seas. Prepare Bill of lading and various office duties.

Server/Cashier/Hostess

Caban eats and drinks - Fort Collins, CO

April 2017 to July 2017

Set and open new fast casual restaurant, hostess, cashier, server, expo.

Bartender/Server

American Legion

September 2016 to April 2017

Mix and serve drinks, cashier, prep/short order cook

Universal worker/Med Aide

St. Martin Village - Fargo, ND

July 2014 to February 2015

Give direct hands on care and perform delegated nursing tasks, administer scheduled medications, ADL'S, Light cooking, serving Resident meals, Housekeeping and activities.

Resident Manager

LA Investments - Fargo, ND

May 2013 to July 2014

Renting rooms, kitchenettes on a nightly, bi-weekly and monthly basis, Inventory, Ordering of all supplies for office and motel, Manager to 5 employees, Extensive phone and internet work.

Executive Housekeeper

Kelly Inn

April 2012 to May 2013

North Dakota

Posting of schedules, inventory and ordering of supplies for housekeeping Dept. Inspection of all rooms for complete cleanliness, Supervisor to staff of 8, problem solving, hiring and termination process, meeting room set up and tear down, maintained records along with periodic activity and personnel reports for review by General Manager.

General Laborer/Office

PKG Contracting

2007 to 2010

with some general office duties.

Server, Bartender, Prep-cook

VFW & Teamsters Local

2004 to 2007

Set up, serve at banquets, private parties and special events.

Education

Diploma in Fashion Merchandising

Northwest Tech

1989

High school or equivalent

Moorhead High School - Moorhead, MN

May 1982 to June 1986

Certification in Liberal Arts

Central Lakes College

Skills

- Data Entry
- Customer Service
- Receptionist
- Filing
- Clerical
- Sales
- Word

- Waitress
- Hostess
- Barback
- Bartending
- Restaurant Server
- Caregiving
- Personal Care
- QMap
- CNA
- Direct Care

Certifications and Licenses

CPR/First Aid

June 2017 to June 2019

ServSafe Alcohol

June 2017 to Present

QMAP

December 2017 to December 2022

Food Handler

food handler certificate

Drivers License

Assessments

Customer Focus & Orientation — Highly Proficient

November 2019

Responding to customer situations with sensitivity.

Full results: https://share.indeedassessments.com/share_to_profile/fcde76ecc20111a120282fc1544570aeeed53dc074545cb7

Customer Service Skills — Familiar

September 2018

Measures a candidate's skill in evaluating approaches to customer service & satisfaction.

Full results: https://share.indeedassessments.com/share_to_profile/dc14f179c25bf4f36ea64e4011a47385eed53dc074545cb7

Bartending — Familiar

November 2019

Understanding, pouring, and mixing drink orders.

Full results: https://share.indeedassessments.com/share_assignment/krjymrdw9mlwg-lj

Food Safety — Completed

November 2019

Proper food handling, storage, and equipment use for preventing the spread of foodborne illness.

Full results: https://share.indeedassessments.com/share_assignment/ubobuwtfpznpe4

Food Service: Customer Situations — Proficient

November 2019

Ensuring customer satisfaction, prioritizing tasks, and suggesting products in a food service setting.

Full results: https://share.indeedassessments.com/share_assignment/hzh-qu2q3cc9uliz

Nursing Aide Skills — Highly Proficient

November 2019

Measures a candidate's ability to provide nursing aid to patients using knowledge of relevant equipment and procedures.

Full results: https://share.indeedassessments.com/share_to_profile/af52bc80cdc80f1c65fce742df9a0714eed53dc074545cb7

Reliability — Expert

November 2019

Tendency to be dependable and come to work.

Full results: https://share.indeedassessments.com/share_to_profile/2d58a4f4fb1a92d9e30cc12038b7d69aead53dc074545cb7

Verbal Communication — Proficient

November 2019

Speaking clearly, correctly, and concisely.

Full results: https://share.indeedassessments.com/share_assignment/tkyvwt0uirqjdv28

Cognitive Ability — Completed

December 2019

Combining pieces of information to form general rules or conclusions.

Full results: https://share.indeedassessments.com/share_to_profile/876265b60cabe10b00e3b854bd0b36cbeed53dc074545cb7

Basic Computer Skills: PC — Highly Proficient

January 2020

Performing basic computer operations, navigating a Windows OS, and troubleshooting common computer problems.

Full results: https://share.indeedassessments.com/share_to_profile/068685c8dd99fb35fa6098e4db4f1fb7eed53dc074545cb7

Electronic Medical Records: Best Practices — Familiar

February 2020

Knowledge of EMR data, associated privacy regulations, and best practices for EMR use.

Full results: https://share.indeedassessments.com/share_to_profile/2166a7681b54aba6815793ce388ffb37eed53dc074545cb7

Attention to Detail — Familiar

February 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: https://share.indeedassessments.com/share_to_profile/6640e2165925d2e53d111d69446b8d84eed53dc074545cb7

Nursing Aide Skills – Highly Proficient

February 2020

Providing nursing aid to patients using knowledge of relevant equipment and procedures.

Full results: https://share.indeedassessments.com/share_to_profile/dea9c836c80124e22dba421109167329eed53dc074545cb7

Retail Cash Handling – Completed

November 2019

Calculating retail transactions and knowing cash drawer policies and procedures.

Full results: https://share.indeedassessments.com/share_assignment/jqwgu3uhdmzg9c26

Customer Focus & Orientation – Highly Proficient

February 2020

Responding to customer situations with sensitivity.

Full results: https://share.indeedassessments.com/share_to_profile/abe0280d804588810eebbe359161fca1eed53dc074545cb7

Food Service Crew Member Fit – Highly Proficient

March 2020

Measures the traits that are important for successful food service crew members.

Full results: https://share.indeedassessments.com/share_to_profile/3bcdb26c889876a3b9301d36c85e5497eed53dc074545cb7

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

I am proficient in a variety of computer software, experienced in general office duties. I have 5 years of experience in dining/bar and 4+ in retail and Hotel/Motel as a resident manager and Executive Housekeeper. 5 years experience in different areas of construction along with 11 years of Certified Nurse Aid, Med Aide, and Resident Assistant. I am hardworking, Exceptional Customer service and ability to relate with people. Dedicated and determined.

Computer Skills

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