

Tori Grunewald

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Authorized to work in the US for any employer

Work Experience

Administrative Assistant

SCI- STODDARD FUNERAL HOME - Greeley, CO

November 2022 to November 2023

- Directed phone calls
- Managed incoming and outgoing mail
- Proficient in Microsoft Office
- Provided administrative support for Management and funeral directors
- Maintained all files, schedules, etc.
- Electronic death registry and permits.

Service Assistant/ Removal Technician/ Administrative assistant

SCI- Allnutt Funeral Services-Macy Chapel - Greeley, CO

November 2021 to November 2023

Transport deceased from death location to funeral home. Assist funeral directors with various tasks to make sure the service runs smoothly. Greets and family and friends entering the premises.

Answer phones/ direct calls

Printed material

Greet families for arrangements

Emails/fax

Electronic death registry

QMAP

Good Samaritan Society-Bonnell - Greeley, CO

January 2021 to November 2021

- Answer call lights.
- Pass out medications at specified times and record them.
- Remind residence of scheduled shower times and appointments.
- Light housekeeping.
- Hand out resident meals.
- QMAP qualified

Patient Care Technician

Columbine Health Systems - Windsor, CO

March 2020 to October 2020

Assist residents with any needs such as dressing, bathing, toileting etc. Answer call lights. Take and deliver meal orders. Light house keeping. Laundry and making beds. Collecting weights and urine samples. Anything to assist the Nurse on shift within qualifications. *QMAP qualified*

Data Entry Clerk/Administrative Assistant

Linnebur Auctions LLC - Byers, CO

March 2012 to November 2018

Greet and check in customers. Record and enter auction information into the computer. Ring up customers at end of sale.

Hostess/Busser

Double Tree Restaurant - Platteville, CO

March 2013 to January 2014

Greet and seat customers. Take to-go orders and make sure fulfilled before giving to the customer. Ring up customers at end of meal. Bus tables. Maintain clean work environment/restaurant. Assist servers with any needs.

Education

GED

Colorado Department of Education - Broomfield, CO

May 2015 to June 2015

Skills

- Patient Care
- QMAP
- Busser
- Vital Signs
- Restaurant Experience
- Laundry
- Front desk
- Microsoft Outlook
- Administrative Experience
- Typing
- Customer service
- Front desk
- Windows
- DocuSign
- Adobe Acrobat
- Vital signs
- Cash handling
- Electronic death registry

- Microsoft SharePoint
- Office experience
- Microsoft Office
- SharePoint
- Computer skills
- Communication skills
- Phone etiquette
- Filing
- Cash register
- Physiology knowledge
- Memory care
- Organizational skills
- Microsoft Word
- English
- Microsoft Excel
- Care plans
- Medication administration
- Administrative experience
- Patient service
- Time management
- Microsoft Powerpoint
- Personal assistant experience
- Time management
- Microsoft Powerpoint
- Personal assistant experience
- Management
- Sales
- Resident's rights
- Writing skills
- POS
- Basic math
- Data entry
- Office management
- Google Suite
- Analysis skills
- Multi-line phone systems
- Computer literacy
- Google Docs
- Salesforce
- Driving

- Math
- Word processing
- Medical terminology
- Contracts
- Senior care
- ADLs
- Caregiving

Certifications and Licenses

Certified Notary Public

Present

Has expires and needs renewed. Can easily renew upon hire.

Assessments

Administrative assistant/receptionist — Proficient

November 2023

Using basic scheduling and organizational skills in an office setting

Full results: [Proficient](#)

Attention to detail — Proficient

November 2023

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

Full results: [Proficient](#)

Attention to detail — Proficient

September 2021

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

Full results: [Proficient](#)

Customer service — Proficient

March 2022

Identifying and resolving common customer issues

Full results: [Proficient](#)

Scheduling — Proficient

March 2022

Cross-referencing agendas and itineraries to avoid scheduling conflicts

Full results: [Proficient](#)

Project timeline management — Proficient

December 2023

Prioritizing and allocating time to effectively achieve project deliverables

Full results: [Proficient](#)

Supervisory skills: Motivating & assessing employees — Proficient

December 2023

Motivating others to achieve objectives and identifying improvements or corrective actions

Full results: [Proficient](#)

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