

Holly Ohrtman

Certified Nursing Assistant

Frost, MN

hollyjean99@gmail.com - 507-520-0948

WORK EXPERIENCE

PCA Personal Care Assistant

Mayo Clinic - Mankato, MN -

December 2017 to June 2018

Certified Nursing Assistant

Parkview Care Center - Wells, MN -

May 2017 to September 2017

Certified Nursing Assistant

Mapleton Community Home - Mapleton, MN -

December 2016 to May 2017

INVENTORY SPECIALIST

ANGIE'S ARTISAN TREATS -

February 2016 to June 2016

Verify and order materials for production, forklift operation, kettle operation, packaging of finished product, wrap and label finished pallets, communicate with Procurement and Management to ensure accuracy between warehouses

OPERATIONS AGENT

GEEK SQUAD, BEST BUY -

June 2015 to February 2016

Troubleshoot client devices, shipping and receiving, daily communications with clients for service follow ups, filing, new computer set ups and daily report presentation to staff

PACKAGE DATA SUPERVISOR

-

November 2014 to July 2015

Coordinate drivers with scheduled pickup and delivery volume for 12-17 daily routes, verify schedules and time cards for drivers and package handlers, safety plan implementation, new employee training

EDUCATION

Certificate in Health Unit Coordinator

High Tech Institute - Brooklyn Park, MN

February 2000 to December 2000

SKILLS

Microsoft Office (10+ years), Forklift Operator (Less than 1 year), Pallet Jack (Less than 1 year), Inventory Control (1 year), Customer Service (6 years), Medical Terminology (2 years)

CERTIFICATIONS/LICENSES

Certified Nursing Assistant (CNA)

March 2017 to Present