

Monica Gorman

Terre Haute, IN 47802

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812-230-9733

#readytowork

Authorized to work in the US for any employer

Work Experience

Certified Nursing Assistant

Visiting Angels - Terre Haute, IN

April 2020 to Present

I make sure the residents have the best care possible. I change residents, assist feeding, assist to restroom, clean, chart, help the resident with any task that is within my scope of practice.

Activities Assistant

Springhill Village - Terre Haute, IN

October 2019 to February 2020

Help the residents with needs, get activities ready and started on time, help residents get to the correct place, be very energetic and optimistic so the residents will get their endomorphism up!

Registration Clerk

Wolfes Auto Auction - Terre Haute, IN

February 2019 to October 2019

I register dealers for the auction that we have on Tuesdays, I work up titles and the checks. I send summaries to dealers for titles due, I make phone calls, take payments, and an assortment of other tasks.

Optician/Receptionist/Doctor Tech

EYECARE EXPRESS/ Eyemart - Terre Haute, IN

February 2013 to February 2019

File patient's charts, schedule appointments, pre-test, help the doctor refer patients to different facilities, I help people pick out the frame that fits them best. I then ask them multiple questions about their daily activities, and look at their prescription to let the patient know what type of lens would be the best fit for them. Cashier experience, insurance coding and billing coding experience as well.

Cook/Cashier

Taco Bell - Terre Haute, IN

April 2009 to January 2015

I cooked, cleaned, was a cashier, had great customer service, asked customers to do surveys, and took care of problems that customer may have experienced.

Education

CNA certification in CNA

Premier Healthcare - Terre Haute, IN

March 2020 to May 2022

High school diploma or GED

Terre Haute South Vigo High School - Terre Haute, IN

2006 to 2010

Skills

- Have my CNA license, worked at a daycare for a year, receptionist, insurance coding, customer service, sales, and cash register (10+ years)
- Certified Nursing Assistant (Less than 1 year)
- CPR certified (6 years)
- Dispensing
- Machine Operator
- Receptionist
- Excel
- Communications
- Scheduling
- Billing
- Medical Terminology
- Data Entry
- Time Management
- Filing
- Cashier
- Organizational Skills
- Dementia
- Assisted Living
- Recreation
- Administrative Assistant (4 years)
- CNA
- ICD-10
- Alzheimer's Care
- Caregiving
- Medical Billing
- Medical Coding
- Vital Signs
- Medical Records
- Vital Signs

Certifications and Licenses

CPR/AED

April 2020 to Present

CNA

May 2020 to May 2022

Assessments

Sales Skills — Highly Proficient

August 2020

Influencing and negotiating with customers.

Full results: [Highly Proficient](#)

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

Additional Information

References

1. Katie Miller 812-243-6212
2. Andy Cunningham 812-531-8206
3. Brandie Snapp 812-878-7716