
ANNDREA WADE

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PROFESSIONAL SUMMARY

Skilled Work Search Coordinator demonstrated success in vocational and career planning. Strong dedication to client advocacy with proven history of implementing resources to meet individual objectives.

SKILLS

- Workforce development
- Job placement
- Organizational skills
- Strategic planning
- Client assessment
- Customer service
- Employer outreach

WORK HISTORY

Work Search Coordinator, 08/2023 - Current

Maximus – Milwaukee

- Interviewed individuals by phone, video chat and in-person
- Resume Witting.
- Edited and proofread drafts of articles and other documents.
- Liaised between clients and vendors and maintained effective lines of communication.
- Scheduled office meetings and client appointments.
- Assist program participants and community job seekers in navigating online career databases, drafting resumes, submitting electronic job applications, and preparing for the interview process.
- Determine the supportive services needed for potential participants and explains available employment programs and resources.

Certified nursing assistant, 01/2019 - 12/2023

Eastcastle place

- Keeping accurate written reports of resident's health conditions and provided care
- This may include assisting with transfers, walking, and other physical, speech or occupational therapy activities as established by therapist
- Covid-19 unit Experienced and trained.
- Documented patient information and care activities in electronic health record
- Answered call lights and supported patient comfort and safety by adjusting bed rails and equipment

Administrative Assistant, 09/2022 - 08/2023

Maximus, Walker Point – Milwaukee, WI

- Successful record of fielding phone calls, providing information to clients.
- Opens and routes incoming mail, Performs variety of routine assignments as appropriate to position.
- Operate personal computer to draft basic correspondence, enter data, and print letters, labels, reports, and/or other materials.
- Order, stock, and distribute office supplies.
- Completed forms, reports, logs and records to quickly handle all documentation.

Certified nursing assistant, 01/2020 - 09/2022

St. Luke's medical center

- Assists RN with daily care of patients including bathing, oral hygiene, feeding, activity orders and ambulation.
- Measures and documents blood pressures, TPRs (Temperature, Pulse, Respiration), I & O (Intake and Output), daily weights.
- Participates in admission, transfer, and discharge process under supervision of RN.
- Assisted nursing staff with completing daily rounds, documenting vital signs and answering calls

EDUCATION

Certified Nursing Assistant, 10/2018

Milwaukee Technical College - Milwaukee, WI

Diploma: Medical Assisting, 06/2007

Kaplan College - Milwaukee, Wisconsin

High School Diploma: 06/2004

Learning Enterprise - Milwaukee, WI