



## Mikala Jennings

586-636-2211

kayservices26@gmail.com

Fairburn, GA 30213

## SUMMARY

Highly-motivated employee with desire to take on new challenges. Strong work ethic, adaptability, and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

## SKILLS

- Project Coordination
- Calendar Management
- Travel Coordination
- Database entry
- Strong Problem Solver
- Project Planning
- Vital signs monitoring
- Patient Care
- Maintaining confidentiality
- Compassionate communication
- Direct Patient Care
- Outbound Calling
- Resume scanning
- Pre-Employment Screening
- Recruitment

## EXPERIENCE

Location PA

Atlanta, GA

Tyler Perry Studios/ Mar 2024 to Current

- Monitored deadlines for tasks assigned to staff members on behalf of the executive team.
- Maintained confidential files related to personnel records or other sensitive information.
- Assisted with special projects as needed by researching topics, organizing data, summarizing findings.

CNA

Atlanta, GA

Self employed / Apr 2020 to Current

- Provided assistance with activities of daily living, including bathing, dressing and grooming.
- Performed vital sign assessments, such as taking blood pressure and temperature.
- Documented patient care services by charting in designated areas.

Recruiter

Waterford, MI

Nesco Resource/ Aug 2019 to May 2021

- Advised hiring managers on interview techniques and selection criteria.
- Managed employee referrals program including tracking progress and awarding incentives.
- Reviewed resumes, conducted phone screens, and managed candidate pipelines.

## EDUCATION AND TRAINING

Some College (No Degree)

Dorsey Schools

Pontiac, MI