

## **Quinn Donnell**

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### **Professional Summary**

#### **MPLS Workforce Center**

Workforce Development Rep.

05/2016-09/2016

- Facilitated Career Adventures youth program and coordinated training materials, production, procurement, and delivery.
- Arranged for and facilitated room step-up, refreshments, technology and event-related logistics.
- Built and Maintained effective working relationships with city of Minneapolis, clients, directors, supervisors and youth in the Step Up program and Workforce center.
- Processed and transmitted payroll for interns in the Step Up program.
- Processed and transmitted information reports. Provided analytical report at the end of the program.
- Handled all documentation, applications, and corrected any job testing assessments. Data entry and documented necessary information regarding employees.
- Issued ID Badges, job placements and orientations for new starts.
- Coordinated in-person meetings with clients to review and for-see the work environment.
- Advised and distributed training and informational materials to contractors and supervisors in the Step-Up program.
- Coordinated Step-Up end of summer celebration event and presented the Youth who received recognition of outstanding performance from Mayor Betsey Hodge.
- Provided Certification of completion and recognition for step-up and career adventures participants.

#### **Women's Foundation of Minnesota**

Executive Assistant

01/2016-05/2016

- Maintained executive's appointment schedule daily.
- Directly reported to the Vice President in non-profit organization businesses.
- Provided high-level administration support to Directors, CEO's and Vice Presidents.
- Provided aiding to the team's policy and new policy functions.
- Office clerical duties, filed, faxed, handled communications, organizational maintenance, fulfilled orders.

- Attended and coordinated meetings and webinars. Ordered food and other necessities.
- Processed and transmitted invoices and receipts.
- Handled newsletters, updated websites to keep current and accurate data.
- Planned and prepared meetings, took minutes for Financial Leadership and Audit Committee meetings.
- Facilitated, advised and managed multiple projects.
- Coordinated meetings and communications for the Board of Council meetings.

### **Masterson Staffing Solutions**

Supervisor Recruiter

11/2015-01/2016

- Supervised 30 employees. Provided onsite management and monitoring.
- Handled all documentation, applications, I9, E-verify, back ground check, DRUG SCREENS/TEST, and corrected any job testing /assessments, issuing ID Badges, job placements and orientations for new starts. Documented necessary information regarding employees.
- Hired and implemented onboarding of new employees averaging 80 new applications weekly, and terminating as required.
- Provided training support and modifications to LMS.
- Provided management support, coached, trained and counseled employees.
- Marketed and advertised, developed relationships with prospect employers, and communications for new job opportunities on various media outlets and HR systems.

### **Fresenius Medical Care**

Patient Care Technician

08/2014-08/2015

- Handled inquiries from patients, providers, and physicians.
- Followed HIPAA regulations and adhered to policy and procedures regarding sensitive information.
- Provided management support, coached, and trained employees.
- Managed on average 15 patients' administration, prescriptions and Insurance.
- Initiated dialysis treatment according to prescribed orders including blood flow (QB) and dialysate flow (QD). Performed vascular access cannulation and reported difficulties in cannulation or unusual findings, evaluated vascular access for patients and reported any unusual findings to nurse supervisor.
- Assisted other health care members by providing patient specific detailed education regarding adequacy measures where appropriate –OLC, AMP, UKM, and regarding disease process/access.
- Initiated dialysis treatment according to prescribed orders including blood flow (QB) and dialysate flow (QD).
- Obtained all prescribed laboratory testing and prepared specimens for collection.
- Responsible for accurate documentation of information related to patient treatment.

**JB cleaning services**

Executive Assistant

02/2013-08/2014

- Managed multiple projects and administered projects to staff.
- Hired and implemented onboarding of new employees. Managed new hire and current employee's documents.
- Provided management support, coached, trained and counseled employees.
- Presented and provided training materials.
- Edited and updated training materials and handbooks.
- Built and Maintained effective working relationships with clients and customers.
- Reviewed, developed and consulted with 5-10 clients' weekly to create or review service plans.
- Processed and transmitted payroll, invoices and receipts.
- Handled information reports and the organizations issues or complaints.
- Handled travel expenses for the Vice president. Tracked budget expenses.
- Represented Vice president in absence, at meetings, on-site visits and trainings.
- Used my writing and analytical skills to aide and develop new policies and procedures.
- Handled newsletters and updated websites to keep current and accurate data.
- Edited, advised and published communications.
- Maintained the executive's appointment schedule by planning and scheduling meetings, conferences, with client and in office.
- Marketed and advertised, developed relationships with prospect employers, and communications for new job opportunities on various media outlets and HR systems.

**Kohl's**

POS Associate/Customer service

04/2011-04/2012

- Highly experienced in working with challenging or skill-challenged customers to resolve issues.
- A lead cashier in customer service and sales register in retail.
- Gained trust and returning customers, resulting in a 99.9% customer service satisfaction survey.
- Knowledge of general math, reading and professional grammar.

**Computer Skills**

- Skilled in keyboarding, typing 55 words per minute at minimum.
- Proficient in Microsoft Word, Excel, Power Point, Outlook, database software, CRM, PeopleSoft, Other healthcare systems, PA court system, E-verify, Avionte, Payroll software; ADP, Career websites, LinkedIn, Social media.

**Education**

Century College

- Communications Studies Certificate 2017

North Hennepin Community College

- A.A in Liberal Arts 2017

**Metropolitan State University**

- BS in Economics (anticipated graduation date) 2019
- Minor in Ethnic studies 2019

**Certifications**

- Basic Dialysis Education 2014
- Medical Administration 2014
- CPR/ First Aid 2015

**Volunteering**

- Server for the food shelf at Giving Grace Church.
- Fundraiser to raise money for parks and recreation with the YEP program.
- Fundraiser and information specialist at Kohl's Cares charity events.
- Volunteer at Feed My starving children.

**Affiliations**

- Member at Lean in Together MSP circle.
- Creator and Director of Success Is Success (SIS).
- Education Policy Fellowship Program 2017/18, Fellow.