

JELIAH MOMANYI

## **Talented, Committed, Adaptable, A hard-worker**

Address: 8832 N Brook Cir N Brooklyn Park MN 55428

Telephone 7637420830

### **Formal Education**

- RASMUSSEN UNIVERSITY ASSOCIATES IN NURSING (RN) 2019-2021
- ST MARY'S UNIVERSITY OF MINNESOTA (MASTERS IN HRM) 2015-2018
- HAMLINE UNIVERSITY (MASTERS IN NONPROFIT MGT) 2002-2005
- DAYSTAR UNIVERSITY BCOM (BUSINESS ADMIN AND MGT) 1995 \_1999
- ST BRIGID'S GIRLS HIGH SCHOOL DIPLOMA 1990-1993

### **Professional Qualifications**

Registered Nurse (LIC #2495039 Minnesota)

### **Work Experience**

<b><u>Registered Nurse 2022-Present</u></b> <b>Presbyterian Homes –Summerwood of Plymouth</b>	Case Manager in a Memory care unit
<b><u>Site Human Resource Manager</u></b> <b><u>2014-2022</u></b> <b>Presbyterian Homes –Maranatha</b>	Managing the receptionist staff, and human resources functions including payroll, employee benefits, and managing the hiring process, employee records among other HR functions.
<b><u>Homecare Office Support</u></b> <b>Presbyterian Homes –Maranatha</b> <b>2013-2014</b>	Data entry and residex billing, updating all resident information, filing, setting up appointments and rides and other office work as needed
<b><u>Staffing Coordinator (Part-time)</u></b> <b>Presbyterian Homes –Maranatha</b> <b>2012- (on-call)2013</b>	Scheduling Nurses and CNAs, filling in open schedules, keeping track of overtime, payroll and other employee transactions on API
<b><u>Certified Nursing Assistant (Part-time)</u></b> <b>Presbyterian Homes –Maranatha</b> <b>2012-Present</b>	-Activities of Daily living, includes meeting the physical, emotional mental and spiritual needs of residents.
<b><u>Certified Medication Assistant (On-Call)</u></b> <b>Presbyterian Homes –Maranatha</b> <b>2012-Present</b>	Ensuring that residents get their scheduled medication, charting and informing the Nurse if a resident needs PRN medication from increased pain or behavior
<b><u>Staffing Coordinator (On-call)</u></b> <b>Presbyterian Homes of Bloomington -</b> <b>2006-2012</b>	Scheduling Nurses and CNAs, filling in open schedules, keeping track of overtime, payroll and other employee transactions on API
<b><u>Certified Nursing Assistant (Fulltime)</u></b> <b>Presbyterian Homes of Bloomington-</b> <b>2003-2012</b>	-Activities of Daily living, includes meeting the physical, emotional mental and spiritual needs of residents.
<b><u>Certified Medication Assistant (part-time)</u></b> <b>Presbyterian Homes of Bloomington -</b> <b>2010-2012</b>	Ensuring that residents get their scheduled medication, charting and informing the Nurse if a resident needs PRN medication from increased pain or behavior

<b><u>Dietary Aide (Fulltime)</u></b> <b>Presbyterian Homes of Bloomington –</b> <b>2002-2005</b>	Washing dishes, setting up and passing trays, cleaning the kitchen and the dining room
<b><u>Programs Director</u></b> <b><u>AMUA initiative (Kenya)</u></b> <b>2001 - 2002</b>	Organizing and planning events and creating programs that help in educating young adults on the dangers of HIV and other social diseases,
<b><u>Graphic design Assistant (Kenya)</u></b> <b>2000-2001</b>	Creating designs for logos letterheads among other things for clients based on their specifications ensuring quality met expectations.

### **Skills, Talents & Other Qualities**

- Teamwork
- MS Word, Excel and PowerPoint
- Problem Solving, Leadership, Quality Assessment, employee engagement
- Fast learner, self starter

**REFERENCES AVAILABLE UPON REQUEST**