

# Marie Francis

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## Work Experience

### **Independent Healthcare Recruiter**

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2014 to Present

Current duties: Establish recruiting requirements by studying organization plans and objectives; meeting with managers to discuss needs. Build applicant sources by researching and contacting community services, colleges, employment agencies, recruiters, media, and internet sites; providing organization information, opportunities, and benefits; making presentations; maintaining rapport. Determining applicant requirements by studying job description and job qualifications. Applicant sourcing by placing job advertisements; contacting recruiters, using newsgroups and job sites. Determining applicant qualifications by interviewing applicants; analyzing responses; verifying references; comparing qualifications to job requirements. Arranging management interviews by coordinating schedules; arranges travel, lodging, and meals; escorting applicant to interviews for travel and contract assignments Evaluating applicants by discussing job requirements and applicant qualifications with managers; interviewing applicants on consistent set of qualifications. Improving organization attractiveness by recommending new policies and practices; monitoring job offers and compensation practices; emphasizing benefits and perks. Avoiding legal challenges by understanding current legislation; enforcing regulations with managers; recommending new procedures; conducting training.

Reviewing applicants' resume/curriculum vitae

- Placing and assigning employees at clinics, hospitals, and other medical facilities
- Communicating efficiently with employers and employees ensuring the needs of both are met in a timely and effective manner
- Performing background checks on potential employees, as well as checking upon given references, transcripts, and credentials
- Negotiating salary, problem-solving, and counseling, therein establishing a rapport with the job Candidate.

10/15 to Presently Employed:

Nurse Assistant (Patient Care Services)

Department of Veteran Health administration

3687 Veterans Drive

Fort Harrison, Montana 59626

Participates in selected Continuous Improvement (CI) activities as directed.

Assists with selected activities related to patient admission/transfer and discharge. Collects patient information including observation of overall condition. 9. Takes appropriate actions in response to patient emergent situations. Accurately documents patient information in CPRS. Provides patient

information to the accountable RN for inclusion in the patient's plan of care. Completes assignment, reports to the accountable RN when assignment has been completed or when unable to complete activities.

2001 to 2015:

Elkhorn healthcare

Current Position: Certified Nurse Assistant

Current Duties: Reporting to the RN or LPN on Duty. Provided care to the patient in accordance with the patient's care plan. Reported changes in patient's condition to charge nurse, such as unusual signs or symptoms, accidents or injuries, etc. and provide nursing function as directed by supervisor. Recorded care and tasks completed in the patient's medical record.

## Education

**2011 to 2014:**

MSU Great Falls

Health Information Technology

1994 to 2023:

Certified Nurse Assistant

## Assessments

### **Human Resources Skills: Compensation & Benefits — Proficient**

Knowledge of compensation and benefits programs.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/b0ede2296a5790bdfc20354c23d3aae6eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/b0ede2296a5790bdfc20354c23d3aae6eed53dc074545cb7)

### **Personality: Sales Fit — Proficient**

Assesses personality traits that are important for sales roles.

Full results: <https://share.indeedassessments.com/attempts/7b931e08cfda0f838e2ba501252fe263eed53dc074545cb7>

### **Marketing — Proficient**

Understanding a target audience and how to best communicate with them.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/7bdde190d462a936e61e1e6f7617b500eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/7bdde190d462a936e61e1e6f7617b500eed53dc074545cb7)

### **Customer Focus & Orientation — Proficient**

Measures a candidate's ability to respond to customer situations with sensitivity.

Full results: <https://share.indeedassessments.com/attempts/92b8f89bc2627a62af99b126e911ab26eed53dc074545cb7>

### **Human Resources Skills: Recruiting — Proficient**

Managing the candidate sourcing and selection process.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/d28e5632ed234f4669f3b4c472173873eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/d28e5632ed234f4669f3b4c472173873eed53dc074545cb7)

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development in any professional field