

JENNIE LUDWIG

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503-560-6464

jennieludwig@gmail.com

SKILLS & ABILITIES

I have both professional and personal experience using Microsoft Word, Power Point, Excel and Publisher. I type 60+ wpm. I have familiarity with caregiving programs. I can learn most software programs with little to no difficulty, and can fix most minor IT issues.

EXPERIENCE

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| Nov 2018 – Present | Benefits Consultant, <i>Aflac</i>

Assisting business owners through the process of offering additional benefits to their employees. Assisting employees through the process of selecting benefits that fit within their needs and that of their families. |
| Sep 2018 – Nov 2018 | Insurance Agent, <i>Bankers Life and Casualty</i>

Assisting seniors with their Medicare policies, assisting all clients with planning their estates |
| Mar 2013 – Feb 2018 | In-Home Administrator, <i>Rock of Ages Mennonite Home</i>

Responsible for managing caregivers and clients, scheduling, assessments, care plans, trainings, Memory Care Trainer, updating policies and procedures and coordinating with RN, hiring employees, evaluations and disciplinary actions |
| Jun 2009 – Mar 2013 | Administrative Assistant, <i>Rock of Ages Mennonite Home</i>

Answering phone, faxing, copying, greeting clients and families, giving tours of facility, creating fliers and advertisements, proofreading documents, updating policies and procedures, assisting with time sheets and payroll entry, scheduling caregivers, Memory Care Trainer |
| Jan 2007 – Jun 2009 | In-Home Caregiver, <i>Rock of Ages Mennonite Home</i>

Personal care for clients, tracking my time sheets, transportation services, housekeeping, meal prep, administering medications and insulins, companionship |

EDUCATION

Sep 2001 – Jun 2002 Highschool Diploma, Opportunity House, Sheridan Oregon

Sep 1996 – Oct 1998 No degree, Wayne Highschool, Huber Heights, Ohio

COMMUNICATION

I have been certified under Teepa Snow, completed over 400 hours of combined training in senior care, memory care and Alzheimer's. Attended LeadingAge Oregon Annual Conference 5 times. I was the Memory Care Trainer for Rock of Ages Mennonite Home.

LEADERSHIP

Willamina 4th of July Committee – Secretary

April 2015 – Current

Attending meetings, scheduling events and activities, tracking and organizing meeting agendas, creating fliers for upcoming fundraisers, organizing and planning monthly fundraisers, managing social media accounts, creating registry forms

Total Destruction Racing Team – Member

March 2012 – Current

Assisting in organizing and running Mud Drag fundraisers to benefit Willamina Fireworks Display. Organizing Toy drive fundraisers to benefit kids in the West Valley at Christmas.

NerdHerd Robotics Team – Food Mom

August 2017 – Current

Assisting the kids in budgeting for competition meals, shopping and meal planning for the team during all competitions. Meal planning includes those with food allergies.