

Donna Knudsen

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952-201-1204 • knudsend@gmail.com

Program Coordinator at Mount Olivet Rolling Acres

SUMMARY OF SKILLS

Personal care, planning and organizing, customer service, attention to detail, documentation

EDUCATION

Bachelor of Arts in Psychology

May 2025

Crown College, St. Bonifacius, MN

- GPA: 3.8 Dean's List - all semesters
- CPR and First Aid Certified

EXPERIENCE

Direct Support Professional - ACR Homes, Chanhassen, MN, 8/23-present

- Assist developmentally disabled adults with personal care, daily routines, and skill development
- Monitor the needs and behaviors of clients
- Plan and implement leisure and recreational activities
- Coordinate physical, occupational and speech therapies
- Interact with clients and their families / significant others as needed and document interactions

Teaching Assistant - Crown College, Psychology Professor, St. Bonifacius, MN, 8/23-5/24

- Created a filing system and organized department record keeping system
- Assisted with grading tests

Barista - Mocha Monkey, Waconia, MN, 8/22-8/23

- Provided excellent customer service
- Opened and closed coffee shop, and completed financial transactions
- Assisted with training new staff

ACTIVITIES

- President - Student Activities Board, Crown College, St. Bonifacius, MN, 2024-present
- Volleyball Team Member, Crown College, St. Bonifacius, MN, 2022-2024
- Sunday School Teacher (1st grade), Freshwater Church, Waconia, MN, 2022-2023
- Volunteer, Feed My Starving Children, Chanhassen, MN, Spring 2023