

JSANIKA WILLIAMS

Minneapolis, MN 55411 • (763) 202-2997 • www.Jsanika.W@gmail.com

PROFESSIONAL SUMMARY

Professional Leader with a couple years' of experience, in assisting, leading, directing, and helping others' complete daily tasks. I am eager to expand my skills and experience providing service to clients.

SKILLS/QUALIFICATIONUS

- Provide quality assistance and customer service
- Collect, submit, report and review documents
- Supervise, train, teach, and encourage independence
- Collaborate with other professionals to assess needs and changes
- Money management and Household management

EMPLOYMENT HISTORY

- CNA**
Episcopal Homes April 2020- current **St. Paul, MN**
- *Answer call lights*
 - *Collect vitals and report all vitals to nurse at beginning of each shift*
 - *Wear proper PPE at all times*
 - *Assist residents with personal care*
 - *Document all cares given*
 - *Assist nurse and coworker with patient transfers and as needed*
 - *Follow all precautions and cleanliness procedures to prevent spread of infectious diseases*
 - *Pass meals and assist with feeding*
- Shipping/Receiving/Machine Operator**
Merchology *August 2017-February 2019* **Hopkins, MN**
- *Ensure quantity, quality, and accuracy in producing product*
 - *Set-up and clean machine's prior to running product*
 - *Accurate count and documentation*
 - *Use Netsuite, internet, and other word documents to keep track of received and shipped goods*
 - *Communicate with many professionals and sales team for any changes or errors*
 - *Provide assistance and information if there are any changes or issues with product*
 - *Confirm inventory and needed supplies for order fulfilment*
 - *Check emails, notes and online orders to ensure accuracy of product and colors*
 - *Prepare client product on time cooercing with sales rep any delays or changes*
- Nursing Assistant**
Benedictine Health Care Center *September 2016-July 2017* **Minneapolis, MN**
- *Assist and lead clients with personal daily cares safely and promptly; assist with feeding; hygiene; walking; exercise, etc.*
 - *Pay attention and report any changes in client's health or physical appearance*
 - *Follow care plans and guidelines as each individual are different*
 - *Follow up with RN and team leaders with any behavior concerns or updates*
- Driver**
Halo Transportation *August 2015- May 2016* **Andover, MN**
- *Transport Special Ed students timely and safely to school*
 - *Report any behaviors, filling out report forms*
 - *Communicate with all parties to ensure correct route and needs are met*

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Tax Preparer

Jackson Hewitt

November 2014- April 2016

Fridley, MN

- Prepare clients tax return while providing friendly attentive customer service
- Provide accurate information
- Scan and inspect documents
- Assist clients with healthcare exemptions
- Follow all state and federal laws
- All necessary due diligence to prevent fraud and ensure accuracy

Manufacturing-Production Lead

United Employment

June 2014- November 2014

Fridley, MN

- Ensure co-workers have all material and tools needed to complete tasks
- Completed paperwork and all documents pertaining to assignment
- Filed and stored completed worked orders (i.e computer or loading dock)
- Measure parts and set up assembly displays

Support Professional

The Phoenix Residence

April 2013- January 2014

Woodbury, MN

- Provide ongoing active treatment, teaching, and training ,implementing individuals program plans and goals
- Assist with and train residents in daily activities of living, health maintenance, and community integration
- Perform direct care duties including assistance with shopping, money management, meal prep, and exercises
- Train new staff

Warehouse Clerk

DRC Inc.

April 2012-April 2013

Brooklyn Park, MN

- Scanned, sorted, and accurately counted orders
- Picked orders and filed orders accordingly to schedule and by codes
- Printed labels following packaged material with correct labels
- Quality check all material fixing any errors regarding count, storing files, and proper shipping labels

Attending PCA

Specialty Care Group

February 2010 – September 2011

Minneapolis, MN

- Prepared meals, assisted with bathing and cleaning
- Provided transportation for personal errands and special events
- Communicated with resident to ascertain feelings, needs for assistance and social support

EDUCATION

GED

Metro North ABE September, 2009 Minneapolis, MN

Certified Nursing Assistant

AIOIC November, 2009 Minneapolis, MN