

Shanice Jones

Racine, WI 53402

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To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Organized and dependable candidate successful at managing multiple priorities with a positive attitude.

Willing to relocate to: - Remote - Spartanburg, SC

Work Experience

Caregiver

Heritage Health Services - Racine, WI

October 2020 to Present

- Supported clients with mental support and physical activities to accomplish quality of life and sustain needs.
- Engage patients in meaningful conversation, socialization and activity while providing personal care assistance.
- Assisted with dressing guidance, grooming, meal preparation and medication reminders.

Operator, Packaging, Quality Control

Personnel Resources - The Journal Times - Racine, WI

October 2018 to February 2019

- Inspected quality of products, taking note of functionality, appearance and other specifications.
- Operated technical and mechanical equipment and adjusted machine settings according to work cycles.
- Completed daily orders with expert picking and packing of shipments.

Education

Certificate in IT Support Fundamentals

Coursera

Present

High School Diploma

Zion Benton Township High School - Zion, IL

Certificate in Business Administration and Management

First Institute Inc - Waukegan, IL

Skills

- Operating Systems
- Microsoft Windows
- Remote Access Software
- Caregiving
- Linux
- Slack
- Java
- Application support
- Microsoft Office
- Microsoft Word
- Customer support
- Inventory control
- Packaging
- Blueprint reading
- Software troubleshooting
- Salesforce
- Customer service
- Databases
- Technology
- Mac OS
- Cooking
- Sales
- Database management
- Assembly
- Cashiering
- Inside sales
- Zendesk
- OSHA

Awards

Homer Award

August 2013

Home Depot - Operational Excellence and Employee Of The Month Of August 2013

Employee Of The Month

December 2018

Personnel Resources - Employee Of The Month Of December 2018.