

# C'oni Shegog

student looking for employment So I can further my success in life

Chicago Heights, IL  
conishegog@gmail.com - 7734568480

To utilize the skills, knowledge and learning that I have acquired during my experience in the work field and at school. I possess the skills needed to contribute and exercise my capabilities in order to serve the company in an entry level position as required for most positions. To obtain additional skills that will assist in future development and career growth.

Authorized to work in the US for any employer

## WORK EXPERIENCE

### **Assistant operator/Racker**

NICO - Minneapolis, MN - July 2015 to Present

#### Responsibilities

I place different ordered metals onto rack so the operator can zinc the pieces and I assist him

### **Expo/Dish/Food Prep**

corner bakery - Chicago, IL - July 2014 to Present

#### Responsibilities

Service our customers, keeping front of house up to part, cashier, checking if all food and utensils are correct for the order(to go and dine-in)

#### Accomplishments

i have the most compliments/ highest satisfactory rate.

#### Skills Used

Peoples skills, communication and meeting customers needs.

### **Temporary Employee**

Davis Staffing - Olympia Fields, IL - January 2013 to May 2014

Homewood disposal : I worked on the assembly line in the plastics section pulling off cardboard, tins, and garbage at a very fast and consistent pace.

I also worked at various worksites through out my employment with Davis staffing

### **Jack Schumann, proprietor**

Landscaping and Home Repair - January 2011 to May 2012

Mowed lawns, assisted in vacating an apartment building due to fire, rebuilt floor joists, painting and various repairs.

### **Cashier/Stocker**

American sales - Tinley Park, IL - March 2011 to January 2012

I stock items low on store inventory, I'd write up an warehouse inventory slip and have the items delivered to the store, I stocked store shelves, helped customers, counted cash register at end of shift and completed safe drops.

## **Lead Cashier**

Murphy Oil USA - Glenwood, IL - March 2010 to September 2010

### Responsibilities

Lead Cashier responsible for day to day operations and up keep of service station duties include: customer service, maintenance, safe drops, new hire training, stocking and inventory

### Accomplishments

Advanced to Lead Cashier within a couple months

### Skills Used

Customer Service and Leadership

## **Cook County Administrative Office/Division of Public Affairs**

C.E.D.A - Chicago Heights, IL - June 2006 to August 2008

Contact: Mr. Haymon and Ms. Solomon

Phone: 708-758-2510

- Summer working program
- Worked June 2006 - August 2006
- Organized offices, filing paper work, janitorial services, help W.I.C customers

Prairie State College (C.E.D.A)

Contact: Ms. Dora Ivory

Phone: 708-709-3724

- Assisted and instructed learning disabled children
- Completed and file paperwork on behalf of the students

Cook County Administrative Office/Division of Public Affairs

Contact: Mr. Shaun Howard

Phone:312-603-3300

- Performed various administrative duties necessary to support the department.
- As receptionist answered phone calls, addressed incoming customers waiting for meetings.

## EDUCATION

### **general studies**

Prairie State College - Chicago Heights, IL

2013 to 2015

Flossmoor High-School - Flossmoor, IL

2003 to 2007

## SKILLS

sales, inventory management, cashier, stocking, fast food line, assembly line, unloader/loader, pallet jack, packing, shrink wrap, expo/server, cleaning/janitorial, filing, organizing

## ADDITIONAL INFORMATION

Skills

- Hard working
- I'm used to fast pace working companies
- I enjoy multi-tasking
- I'm always on time
- Very consistent
- Never afraid to ask for help if don't understand an assignment