

# Kali Shaw

Greenville, MI 48838

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Authorized to work in the US for any employer

## Work Experience

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### **Shipping and Receiving Clerk**

ImageQuest ScreenPrint and Embroidery - Comstock Park, MI

June 2022 to Present

I receive packages from UPS as well as other customers who personally drop off their orders. I then check them all in, either using custom ink or imageQuest's own system ShopWorks. I also do the shipping through UPS, custom ink, or FedEx BSN once orders are completed and I create the shipping labels. I also close out any work order paper work. I keep track of tracking numbers in UPS World for my managers and issue RA's (return authorizations) when I'm done receiving. Occasionally I also chat with custom service when issues arise with custom ink orders. When I have the time, I also help out in embroidery with laying out orders and heat seal with doing vinyl orders.

### **Med Tech/Caregiver (Care Specialist 1A)**

Boulder Creek Assisted Living - Rockford, MI

March 2022 to June 2022

I worked in memory care and the general halls and help with making sure that all of the residents eat, and change into their pajamas if necessary. I make sure they get to the bathroom and change whether that be by themselves or with help. I watch to make sure that their personal routines are finished. I pass out the necessary medications of all types for the day/evening using a computer program to match the medication with the individual and measuring out how much they get, how many they get, and if there's anything special that needs to be done with the medication all within a certain timeframe. I help them get into bed. For the residents that are bedridden, I help change them and then wipe them down. I also help them with showering and laundry along with other general care

### **Barista/Cashier**

Starbucks/Meijer - Grand Rapids, MI

February 2022 to March 2022

I did cashier work as well as dishes and general cleaning. I also help make drinks, coffee, switch out bakery items at the end of the day, and toast by request. Since I work the closing shift, I do light stocking once the kiosk is officially closed and maintenance on certain machines. Take inventory of any food items left over, keep track of when things are about to expire, or what needs to be changed out

### **Dock Worker**

A Austin Enterprises SP for DHL Express - Grand Rapids, MI

July 2021 to October 2021

My main job was to security check the packages that came through, coupled with lifting. As well as doing copious amounts of data entry and weighing with some measurements for shipping purposes. Also did

label making, and at times was put on the heavier packages station. Did scanning for paperwork and labels to keep records of the things that came through.

### **Crew Member/Cashier**

McDonald's - Grand Rapids, MI

August 2015 to June 2016

My position as a crew member was working in the back stock room and freezer areas. Both back cashier and front cashier. Headset for the drive-thru. Cleaning the lobby, work stations, playroom, and bathrooms. Re-filling the machines, re-filling the lobby. Lifting boxes in order to stock up front. I also managed to receive a raise during my time working there.

## Education

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### **B.A in Biology**

Grand Rapids Community College - Grand Rapids, MI

August 2017 to Present

## Skills

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- Food service
- Restaurant experience
- Cooking
- Cleaning
- Serving
- Guest services
- Warehouse Experience
- Host/Hostess
- Coffee Experience
- Food Preparation
- Cash Handling
- Barista Experience
- Caregiving
- Dementia Care
- Medical Records
- Memory Care
- Laundry
- Home Care
- Meal Preparation
- Patient Care
- Alzheimer's Care
- Medication Administration
- Senior Care

- Screen Printing
- Shipping & Receiving

## Certifications and Licenses

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### **CPR Certification**

#### **Certified Medication Technician**

## Assessments

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### **Work style: Reliability — Highly Proficient**

January 2022

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Highly Proficient](#)

### **Workplace safety — Completed**

July 2021

Using safe practices at work

Full results: [Completed](#)

### **Work style: Reliability — Highly Proficient**

January 2022

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Highly Proficient](#)

### **Attention to detail — Highly Proficient**

April 2022

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

## Additional Information

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- Worked/Learned in all trades of hospitality for a year at KCTC fully completed.