



SHANNON COMPTON

Assistant Coordinator

WORK EXPERIENCE

In Home Assistant

Private Family- May 2021 - Present

- Schedule appointments, make travel arrangements, pay bills and record payments using Quick Books Online software.
- Prepare meals, light housekeeping, laundry and child care.

Activities Assistant

Lowry Hills Care & Rehabilitation- November 2019 -April 2021

- Promoted exceptional quality of life by providing activities, crafts, social events and outings for residents.
- Designed master calendar, weekly newsletters and themed bulletin boards based on current season and holiday.
- Completed MDS reports, assessments, and recorded daily progress notes on participation for residents.

Activities Assistant

Bethany Nursing & Rehabilitation-March 2016 -October 2019

- Encouraged residents to participate in scheduled activities, crafts, entertainment, social events and off site outings.
- Provided one-to-one visits as required to bed written residents.
- Monitored residents participation and recorded progress notes using Point Click Care software.

Administrative Assistant

Lawrence Lawn Care- January 2012 -March 2016

- Prepared monthly service invoices and processed payments using Quick Books.
- Calculated bank reconciliations, financial statements and payroll taxes.
- Processed employees paychecks using payroll data and time sheets.
- Answered phones, scheduled appointments, and assisted clients with new service, cancellations, or special requests.

Assistant Housing Specialist

Aurora Housing Authority- February 2011 - January 2012

- Assisted case managers by completing verification of employment and household information including background checks for program applicants.
- Reviewed documentation and input data into computer system to complete eligibility process, re-certifications and updates to waiting list.
- Monitored the front desk answering phones, setting appointments, assisting clients with applications, sorting mail and filing.

OBJECTIVE

Dedicated and focused assistant with strong organizational skills looking to secure a position that offers a professional challenge. Ready to utilize my interpersonal skills and expertise in time management and problem solving to achieve company goals.

SKILLS

- Ability to Multitask
- Active Listener
- Exceptional Attention to Detail
- Organized & Focused
- Accurate Data Entry
- Calendar Management
- Scheduling & Planning
- Creative

SOFTWARE KNOWLEDGE

- Point Click Care
- Quick Books Payroll
- Quick Books Online
- Adobe
- Yardi
- Microsoft Office