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# Shavon Shannon

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## Professional Experience

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10/2012 - 04/2012

**Zebra Tech** Vernon Hills, IL

### Configuration Associate

Collated components for assembly. Inspected finished products for quality and adherence to customer specifications. Loaded and unloaded pieces into boxes for shipment. Prepared pallets by following prescribed stacking arrangement and properly tagging pallets. Prepared pallets by following prescribed stacking arrangement and properly tagging pallets. Assembled product containers and crates. Attached identifying tags to containers. Packed containers and re-pack damaged containers. Read work orders or received oral instructions to determine work assignments and material and equipment needs. Recorded numbers of units handled and moved, using daily production sheets or work tickets. Used item numbers to properly stock warehouse. Cleaned, wrapped, and labeled outgoing orders. Completed all repairs and maintenance work to company standards. Counted and verified orders picked to ensure accuracy. Followed company procedures to maintain work environment in a neat and orderly condition. Inspected machine parts for conformance to product specifications.

04/2005 - 01/2012

**Darling Daycare Center** Chicago, IL

### Child Care Provider

Assisted children with games, crafts, cooking, music, reading and other activities.

04/2011 - 11/2011

**Bethesda Lutherans Homes** Sturtevant, WI

### DSP

Extensive experience working in homes with disabled children and adults. Provided quality nursing care in accordance with resident care policies and procedures. Ensured safety and well-being of patients. Assisted patients with daily functions. Assisted patients with games, crafts, cooking, music, reading. Provided primary resident care and assistance with daily living activities. Medication administration, transporting clients to/from day programs and activities, housekeeping. Assisted patients with bathing, dressing, hygiene and grooming. Assisted patients with bathing, dressing, hygiene and grooming.

03/2009 - 11/2009

**Norridge Healthcare** Norridge, IL

### CNA

- Provided primary resident care and assistance with daily living activities. Provided caring companionship to elderly and developmentally disabled patients. Worked as part of team to ensure proper care of body mechanics and safety of patient. Worked as part of team to ensure proper care of body mechanics and safety of patient. Provided all daily living tasks to enhance quality of life for elderly patients. Assisted patients with bathing, dressing, hygiene and grooming. Ensured safety and well-being of patients. Provided quality nursing care in accordance with resident care policies and procedures.

08/2008 - 10/2008

**DR. Thomas OB/GYN** Evergreen Park, IL

### Medical Assistant

- Recorded patients' medical history, vital statistics and test results in medical

records. Performed vitals/glucose testing and assisting in administering injections. Performed pregnancy tests and sent specimens for laboratory testing. Performed monthly inventory and maintained office and medical supply counts. Organized, updated and maintained patient charts. Interviewed patients to obtain medical information and measure their vital signs, weight and height. Collected blood, tissue and other laboratory specimens and prepared them for lab testing. Collected blood, tissue and other laboratory specimens and prepared them for lab testing. Cleaned and sterilized instruments and disposed of contaminated supplies.

## Education and Training

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- 2008                    **Everest College**, Evergreen Park , il  
Medical Assistant  
**Diploma**
- 1999                    **Midwest High School**, Chicago, il  
HSED  
**High School Diploma**