

# Shelby Billadeau

Bradley, IL 60915

[shelbybilladeau47iwv\\_v8d@indeedemail.com](mailto:shelbybilladeau47iwv_v8d@indeedemail.com)

+1 779 401 9714

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Caregiver/Personal Assistant**

Riverside-Kankakee, IL

November 2022 to Present

- Helping with bathing, dressing, grooming, toileting, and incontinence
- Taking clients to appointments, the grocery store, and other important places
- Offering company to patients and encouraging socialization and participation in community activities
- Managing medication, communicating with medical professionals, and monitoring medications
- Planning and preparing meals, doing laundry, and keeping the house clean

### **Warehouse Clerk/Shipping & Receiving**

Armstrong World Industries-Kankakee, IL

August 2019 to October 2022

- Receiving and verifying: Checking the quality and quantity of incoming items, and comparing them to supplier counts.
- Shipping and preparing: Preparing items for shipment, including packaging, weighing, and printing shipping labels.
- Maintaining records: Keeping accurate records of incoming and outgoing shipments, including inventory, returns, and damage claims.
- Transportation: Arranging for the transportation of products, and loading trucks or railroad cars.
- Stocking: Stocking and restocking items in their proper locations.
- Picking orders: Picking customer orders from pick tickets, and ensuring the accuracy of the items and quantities.

### **Quality Control Inspector**

Fresh Del Monte-Kankakee, IL

May 2017 to July 2019

- Monitor operations to ensure that they meet production standards.
- Recommend adjustments to the assembly or production process.
- Inspect, test, or measure materials

### **Customer Service Representative**

Aqua America, Inc.-Kankakee, IL

February 2015 to April 2017

- Answering Customers Questions.
- Handling Transactions And Orders.
- Resolving Problems And Fixing Technical Issues.

- Helping set up payment arrangement.

### **Bartender/Server/Manager**

Border town-Momence, IL

March 2014 to August 2016

- Served customers
- Closed down bar
- Count down register at the end of the night
- Placed orders for any food or alcohols that was low in bar

### **Shipping and Receiving Clerk**

Baker and taylor-Momence, IL

November 2013 to February 2015

- Track and label items within the warehouse.
- Monitor shipments going into and out of [Company X's] facilities.
- Communicate with drivers and suppliers to monitor the location of items.
- Prepare outbound shipments for delivery

## Education

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### **High school diploma**

Bradley-Bourbonnais C High School - Bradley, IL

August 2007 to May 2011

## Skills

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- Quality Inspection
- Personal Assistant Experience
- Caregiving
- Office Management
- Quality Control
- Bartending
- Food Preparation
- Shipping & Receiving
- Assistant Manager Experience
- Accounting
- Accounting software
- QuickBooks
- Organizational skills
- Time management
- Communication skills
- Computer skills
- Forklift

- Pallet jack
- Materials handling
- Distribution center
- Outside sales
- B2B sales
- Front desk
- Office experience
- Typing
- Cash handling
- Retail sales
- POS

## Certifications and Licenses

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### **BLS Certification**

### **Certified Medical Assistant**

### **CNA**

### **CCMA Certification**

### **RMA**

### **NRCMA**