

# SHEENA SHANNON

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## PROFESSIONAL EXPERIENCE

Coleman Cables, Pleasant Prairie, WI United States

*Packer, Nov 2012 – Mar 2013*

- Clean containers, materials, supplies, or work areas, using cleaning solutions and hand tools.
- Record product, packaging, and order information on specified forms and records.
- Load materials and products into package processing equipment.
- Examine and inspect containers, materials, and products to ensure that packing specifications are met.
- Measure, weigh, and count products and materials.
- Mark and label containers, container tags, or products, using marking tools.
- Remove completed or defective products or materials, placing them on moving equipment such as conveyors or in specified areas such as loading docks.
- Assemble, line, and pad cartons, crates, and containers, using hand tools.
- Seal containers or materials, using glues, fasteners, nails, and hand tools.
- Read orders to ascertain catalog numbers, sizes, colors, and quantities of merchandise.
- Obtain merchandise from bins or shelves.
- Place merchandise on conveyors leading to wrapping areas.
- Count and record finished and rejected packaged items.

Staples/School Kidz, Vernon Hills, IL United States

*Warehouse Associate, Apr 2012 – Nov 2012*

- Obtain merchandise from bins or shelves.
- Monitor the production line, watching for problems such as pile-ups, jams, or glue that isn't sticking properly.
- Attach identification labels to finished packaged items, or cut stencils and stencil information on containers, such as lot numbers or shipping destinations.
- Stock and sort product for packaging or filling machine operation, and replenish packaging supplies, such as wrapping paper, plastic sheet, boxes, cartons, glue, ink, or labels.
- Inspect and remove defective products and packaging material.
- Start machine by engaging controls.
- Remove finished packaged items from machine and separate rejected items.
- Count and record finished and rejected packaged items.
- Stop or reset machines when malfunctions occur, clear machine jams, and report malfunctions to a supervisor.
- Stack finished packaged items, or wrap protective material around each item and pack the items in cartons or containers.
- Clean packaging containers, line and pad crates, or assemble cartons to prepare for product packing.
- Secure finished packaged items by hand tying, sewing, gluing, stapling, or attaching fastener.
- Pack containers and re-pack damaged containers.

Ecolab, Chicago, IL United States  
*Assembler, Jun 2011 – Apr 2012*

- Perform quality checks on products and parts.
- Package finished products and prepare them for shipment.
- Rotate through all the tasks required in a particular production process.
- Shovel, sweep, or otherwise clean work areas.
- Provide assistance in the production of wiring assemblies.
- Rework, repair, or replace damaged parts or assemblies.
- Maintain and lubricate parts or components.
- Clean parts, using cleaning solutions, air hoses, and cloths.
- Mark and tag components so that stock inventory can be tracked and identified.
- Discard or reject products, materials, or equipment not meeting specifications.
- Inspect, test, or measure materials, products, installations, or work for conformance to specifications.
- Mark items with details such as grade or acceptance-rejection status.
- Mark and label containers, container tags, or products, using marking tools.
- Assemble, line, and pad cartons, crates, and containers, using hand tools.
- Seal containers or materials, using glues, fasteners, nails, and hand tools.
- Pack containers and re-pack damaged containers.

Federal Mogul, Skokie, IL United States  
*Warehouse Worker, Feb 2010 – Jul 2011*

- Receive and count stock items, and record data manually or using computer.
- Pack and unpack items to be stocked on shelves in stockrooms, warehouses, or storage yards.
- Store items in an orderly and accessible manner in warehouses, tool rooms, supply rooms, or other areas.
- Mark stock items using identification tags, stamps, electric marking tools, or other labeling equipment.
- Clean and maintain supplies, tools, equipment, and storage areas in order to ensure compliance with safety regulations.
- Keep records on the use and/or damage of stock or stock handling equipment.
- Examine and inspect stock items for wear or defects, reporting any damage to supervisors.
- Dispose of damaged or defective items, or return them to vendors.
- Mark or tag identification on parts.
- Load and unload items from machines, conveyors, and conveyances.
- Place products in equipment or on work surfaces for further processing, inspecting, or wrapping.
- Remove products, machine attachments, and waste material from machines.
- Pack and store materials and products.
- Transfer finished products, raw materials, tools, or equipment between storage and work areas of plants and warehouses, by hand or using hand trucks or powered lift trucks.
- Assemble product containers or crates, using hand tools and pre-cut lumber.
- Pack containers and re-pack damaged containers.

## **EDUCATION**

Midwest High School, Chicago, IL United States

*High School Diploma*