

# SHUNTEL STEPHENS

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## Summary

Being someone who has spent most of her career life as a care taker, I know what it means to be detailed, organized, and sufficient. I am compassionate focused on helping clients maintain personal hygiene and assisting with activities of daily living. Skilled in preparing meals, maintaining organized living spaces and documenting behaviors. Committed to emotional and social support to promote overall wellness. I am constantly growing, learning, and evolving, using my skills to adapt to any jobs needs.

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## Skills

- Proper phone etiquette
- Medication administration
- Client satisfaction
- Meal preparation
- Administrative support specialist
- Coordination skills
- Housekeeping

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## Experience

**IHSS Care Provider** | Lilyan Navarro - Mcknlyville, US | 04/2021 - 10/2021

- Maintained clean and well-organized environment for client happiness and safety.
- Improved patient outlook and daily living through compassionate care.
- Created safe and positive living situations for clients by communicating with family and other staff about concerns or challenges.
- Assisted with meal planning to meet nutritional plans.
- Aided with mobility and independence for disabled individuals and continually monitored safety.

**Caregiver** | LilyanShuntelLesia Fure - Kester, United States | 03/2015 - 12/2020

- Helped with chemotherapy and making sure correct medication was taken.
- Improved patient outlook and daily living through compassionate care.
- Made beds, swept floors and sanitized surfaces to support activities of daily living.
- Developed patient care plans with doctors and registered nurses.
- Assisted patients with daily personal hygiene.

**McknlyvilleMarianns Cleaning Service** | Karen - St Charles, United States | 07/2011 - 03/2015

- Sanitized kitchen counters, wiped down cabinets and swept and mopped floors.
- Disinfected bathrooms and eliminated mold and soap scum from shower stalls and bathtubs.
- Interacted pleasantly with clients and guests when performing daily duties.
- Moved beds, sofas and small furniture to wipe down baseboards and remove dust and dirt from hard-to-reach areas.
- Performed various laundry duties, including folding, ironing and pressing.

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## Education and Training

St. Charles | St. Charles

GED