Shanea Beard

319-404-4388

[mrsquebeard@yahoo.com](mailto:mrsquebeard@yahoo.com)

Waterloo, IA

Shanea is a dedicated candidate with experience in warehouse distribution, stock, and customer service. As a Warehouse Distributor at Target Distribution Center, she stocked merchandise, completed inventory counts, and ran barcode scanners on products. Shanea recently scored 7,180 KSPH with 100 % on a Data Entry Alphanumeric Assessment. Shanea is able to lift over 40 pounds and can walk up and down 10 feet step ladders. Shanea interview given a 24 hour notice and can start a new position immediately.

**WORK EXPERIENCE**

**Target Distributions Center**

Warehouse Distributor-Waterloo, IA (Contract Successfully Completed) 08/2017-03/2018

* Led the warehouse staff to operate and facilitate the daily work of the distribution center.
* Managed the performance reporting of the distribution center including inventory levels, supply cost control, staff overhead and other expenditures.
* Stocked merchandise, completed inventory counts, and ran barcode scanners.

**Security Guard**

Allied Barton Security-Chicago, IL 05/2015-02/2017

* Created a sense of comfort for residents and workers at an assisted living facility in Norwood Park community.
* Responded to emergency situations to help coordinate fire alarms, weather sirens, etc.

**Butcher**

Tyson Foods-Waterloo, IA 01/2012-03/2015

* Sorted and inspected select cuts of meat.
* Weighed and packaged meat products.

**Cleaning Crew Member**

PSSI-Waterloo, IA 09/2011-01/2012

* Served as a contract cleaner at Tyson Foods.
* Collected and discarded garbage from all baskets and bins.
* Cleaned and sanitized counters, floors, and other surfaces.

**Externship Medical Assistant**

Everest College-Chicago, IL 02/2011-08/2011

* Assisted with tray setup, chair-side procedures, oral surgery, and other patient care.
* Maintained infection control procedures and impeccable sterilization techniques.
* Provided general dental health and post-operatory instructions to patients.

**Lead Cashier**

Menards-Chicago, IL 01/2006-12/2008

* Provided excellent customer service, maintained stock & inventory, and supervised cashiers.
* Led the customer service desk & ensured accurate balances for daily financial transactions.

**EDUCATION**

**Certificate in Dental Assistant**

EVEREST COLLEGE-Chicago, IL 08/2011

**SKILLS**

Customer service, Child Development, Front Desk Reception, Clerical, Microsoft Applications, Social Networking