

Shannon Lawson

Durham, NC 27704

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Authorized to work in the US for any employer

Work Experience

PCA Personal Care Assistant

Summit Health Care

Present

- Assist with patient personal needs
- Clean patient living, bathroom , kitchen area
- Prepare meals
- Assist with bathing and eating
- Medication reminder
- Record and report health changes

Housekeeping

Duke University Hospital-Jobletics Pro - Durham, NC

July 2022 to October 2022

- Mop/sweep
- Dust
- Dump trash
- Disinfect bathrooms
- Kept bathrooms stocked

Resident Assistant

Brookdale Senior Living - Durham, NC

February 2022 to March 2022

- Assisted with residents daily needs
- Made beds
- Kept living area neat and clean
- Changed/bathed/dressed residents
- Served food

Visitation Coordinator/ Front Desk Screener

Brian Center SOUTHPOINT - Durham, NC

May 2021 to January 2022

- Checked in residents families
- Checked temperatures
- Escorted residents to families
- Filed papers
- Recorded numbers

Resident Assistant

Brian Center SOUTHPOINT - Durham, NC
September 2021 to December 2021

- Answered call lights
- Passed out residents food (lunch/dinner)
- Passed out ice
- Made up beds
- Made sure residents rooms were neat

Housekeeping

Brian Center SOUTHPOINT - Durham, NC
April 2021 to September 2021

- Clean residents room
- Deep clean
- Mop/sweep
- Dust
- Dump trash

Housekeeping

Carver Living Center - Durham, NC
June 2020 to April 2021

- Clean residents room
- Deep clean
- Mop/sweep
- Dust
- Dump trash

Hostess

IHOP Restaurant - Durham, NC
December 2019 to January 2020

- Seated customers
- Took dine-in and Take-out orders

Office Assistant

Priess Steele Place - Durham, NC
June 2018 to July 2018

- Directed calls, filled papers, organized files.
- Received and gave housing applications, took in work orders, interacted with residents.

Film Operator

Blackwell St - Durham, NC
June 2017 to September 2017

Recorded and Broadcast baseball games.

Education

High school diploma

Durham Technical Community College - Durham, NC, US

2018 to March 2019

Durham Performance Learning Center

August 2017 to June 2018

Skills

- Communications
- Public speaking
- Writing Skills
- Organizing
- Planning
- Review& record notes.
- Customer Service
- Serving Experience
- Presentation Skills
- Microsoft Word
- Time Management
- Event Planning
- Host/Hostess
- Public Relations
- Microsoft Excel
- Microsoft Office
- Filing
- Front Desk
- Caregiving (2 years)
- Communication skills
- English
- Microsoft Office
- copying
- faxing