

Shaneika Baldwin

Milwaukee, WI. 53218

EXPERIENCE

Serenity Funeral Home, Milwaukee, WI. — Funeral Director Apprentice

September 2014- PRESENT

Coordinate practical arrangements for the funeral that are respectful, professional, timely and sensitive.

Provide knowledgeable and caring support to family and friends of the deceased.

Coordinate the transfer of the body to the funeral home.

Ensures paperwork is filed in a timely and orderly manner.

Milwaukee County Sheriff's Office, Milwaukee, WI. — Correctional Officer

October 2013- September 2014

Enforce rules and keep order within Milwaukee County Jail.

Safeguard and supervise inmates.

Conduct searches, such as of persons and property, for rule violations.

Matthews of Glendale, Glendale, WI. — Caregiver

September 2010 - February 2012

Assist residents with activities of daily living.

Light housekeeping.

Managing medications.

Companionship and emotional support.

EDUCATION

Des Moines Area Community College, Ankeny, IA.

August 2033 -

Associates Degree in Mortuary Science

Brown Deer High School, Brown Deer, WI. — High School Diploma

September 2007 - June 2010

SKILLS

Time Management Skills

Customer Service Expertise

Interpersonal Communication Skills

Problem Solving Knowledge

Leadership Experience

LANGUAGES

English

