

Catera Stanfield

Milwaukee, WI 53216

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Self motivated individual with over 10 years in technical and retail environments. Adept in prioritizing and meeting customers needs.

Excellent leadership skills. Works well with youth/students in any setting. Prioritizes education and other basic life skills to be taught. Serves as positive role model and mentor .

Authorized to work in the US for any employer

Work Experience

Paraprofessional

Milwaukee Public Schools-Milwaukee, WI

Present

I assist youth with their school work by answering any questions they may have And helping them to follow along with the lesson . I help the teacher distribute any class work or supplies for lessons.

Treatment Technician

Lad Lake Inc-Dousman, WI

October 2023 to April 2024

Working with youth to ensure they get their daily needs met. I assist youth in getting up in the morning and ready for school. I am a mentor to the youth and also get the youth ready for their medical and dental appointments. I take them on outings and plan daily activities and groups .I conduct routine searches and remind youth of safety precautions.

Machine Operator

Helwig Carbon Products, Inc.-Milwaukee, WI

July 2022 to October 2023

Marking carbon brushes with a laser machine,drill machine and ink. I worked on 3 different machines each day and filled out paperwork for each order I completed.

Picker/Packer

BATTERIES PLUS WAREHOUSE-Milwaukee, WI

November 2021 to March 2022

Picking customer orders and packaging them . Applying labels to the appropriate orders .

Machine Operator

HellermannTyton-Milwaukee, WI

September 2021 to October 2021

Inspecting Plastic parts dispensed from machine and packing them into plastic bags and later weighed and boxed .

Manufacturing Associate

Liphatech, Inc-Milwaukee, WI

May 2021 to June 2021

Packaging Materials . Printing labels and applying them to the appropriate boxes .

Machine Operator

RITUS CORPORATION-Milwaukee, WI
August 2020 to March 2021

Feeding rubber product into machine; molding rubber product; taking product out of machine; de flash parts

Inshop/Cashier

Jimmy Johns-Milwaukee, WI
October 2019 to August 2020

Greeting customers entering the store; Taking order; Making sandwiches; Slicing deli meats and cleaning restaurant.

Server

potawatomi Hotel and casino-Milwaukee, WI
May 2019 to August 2019

Greeting guests; providing them with refreshments, and taking orders; Delivering my quality customer service skills to ensure that guests enjoy their experience with me.

Cashier

Pick n Save - Kroger-Milwaukee, WI
December 2018 to January 2019

Provided quality customer service skills to customers while checking them out, and bagging their purchases.

Money Service Cashier

Walmart-Milwaukee, WI
February 2018 to October 2018

Provided quality customer service to all customers; performed numerous daily tasks and basic transactions including cashing checks, printing money orders, sending/receiving funds; balanced and maintained large amounts of funds; assisted customers with paying bills; processed refunds; etc.

Member Service Associate

Sam's Club-Milwaukee, WI
October 2017 to January 2018

Delivered quality customer service to all customers/members; offered and administered memberships; processed returns and exchanges etc.

Sales Associate

Boston Store-Milwaukee, WI
August 2015 to September 2016

Provided quality customer service to all customers, organized and maintained merchandise, managed sales, etc.

Education

Bayview High School - Milwaukee, WI
September 2012 to June 2016

Skills

- Machining
- Packaging
- Warehouse Experience
- Serving
- Food safety
- Food Preparation
- Manufacturing
- Assembly
- Quality inspection
- Order Picking
- Organizational skills
- Lean manufacturing
- Working with people with developmental disabilities
- Care plans
- Microsoft Office
- Phone etiquette
- Computer skills
- Mentoring
- Experience with children
- Data entry
- Sales
- Microsoft Excel
- Communication skills
- Classroom experience
- Customer service
- English
- Autism Experience
- Microsoft Word
- Administrative experience
- Microsoft Outlook
- Microsoft Office
- Organizational skills

Certifications and Licenses

BC/BE

First Aid Certification

Board Certified Autism Technician

Food Handler Certification

Paraprofessional Certification