

SHANNON DANCHO

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Objective

I am in the pursuit of finding an AIT, administrator in training, program to become an administrator of a nursing facility.

Education

- ❖ Ball State University • Bachelor of Arts
 - Class of 2018 Spring
 - Major: Japanese
 - Minors: Philosophy & Interpersonal Studies
- ❖ Sapporo University • Study Abroad
 - May 2017 – Jul 2017
- ❖ University of Southern Indiana
 - Aug 2014 – Dec 2015

Leadership/Campus Involvement

- ❖ Student Leader • Philosophy Club
 - Muncie Central High School
 - Fall 2017 – Spring 2018
- ❖ Vice President • Phi Sigma Tau
 - Ball State University
 - Apr 2017 – Spring 2018
- ❖ Vice President • Philosophy Club
 - Ball State University
 - Jan 2017 – Dec 2017
- ❖ Student Teacher • Japanese
 - Burriss Laboratory School
 - Aug 2016 – Oct 2016
- ❖ Vice President • Vegetarian Club
 - University of Southern Indiana
 - Jan 2015 – Dec 2015

Experience

- ❖ Research Assistant • Summer 2018
 - Testing for implicit bias in Rehabilitation Counselors regarding multicultural competence.
- ❖ Note Taker, Ball State University • Fall 2017
 - Taking notes for a student under Disability Services
- ❖ Hostess, Jade Garden • Fall 2012 Summer 2015
 - Took orders for pick-up and delivery
 - Customer Service

Skills

❖ Documentation	❖ Japanese (Intermediate-Advance)
❖ Concise Communication	❖ Overcome Language Barriers
❖ Coordinate Meetings	❖ Intercultural Communication
❖ Create Lesson Plans	❖ Conflict Resolution
❖ Collaboration	❖ Teambuilding
❖ Maintaining Confidentiality	❖ Workload Management
❖ Adaptability	❖ Money Management
❖ Global Awareness	❖ Microsoft Office Suite

Certifications

❖ HFA <ul style="list-style-type: none">➤ Health Facility Administrator➤ Continuing Education Sponsor #98000019A
❖ CHW <ul style="list-style-type: none">➤ Community Health Worker➤ Indiana
❖ ServSafe <ul style="list-style-type: none">➤ Food Protection Manager➤ Certificate ID #: 13298852
❖ QPR <ul style="list-style-type: none">➤ Question Persuade and Refer➤ Suicide Prevention