

**CARMEN TERRIQUEZ**

6426 Lamar St. Arvada, CO 80003  
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**Professional Summary**

Skilled order picker well versed in warehouse operations, shipping and logistics. Exceptional organizational skills and strong attention to detail and accuracy. Reliable and hard-working, committed to getting each job done quickly, efficiently and safely. Skilled at juggling multiple tasks and working under pressure.

**Skills**

Material Handler	Shipping and Receiving
Order Picker	Packing
Sorter	Auditing
Storing	Repacking
Assembly Line Production	Pallet Jack
Warehouse Operator	Fork Truck Operator
SP Operator	TSP Operator
Data Entry	

**Work History**

**Caterpillar Inc. Denver Distribution Center, Denver, CO**

Material Handler Specialist, April 1997 - Present

I have done both inbound and outbound order picking production work, shipping and receiving. I've sorted, stored and picked parts to be shipped out. I have also worked the pack lanes and packed out parts to be shipped. I worked as a clerk for approximately five years and did inventory management, auditing, verification of parts and other warehouse duties. I worked on four rearrangement jobs, including one that found over \$350,000.00 in lost parts. I have worked on two RIW's (Rapid Improvement Workshops) and I have a green belt in 6 sigma.

**ASAP Courier Service, Wichita, KS**

Shipping and Receiving Clerk, January 1996 - June 1996

I processed packages for delivery and receipt. I also did packaging for various shipping methods, including UPS, Ground, Air and prepared packages for the carriers to deliver locally.

**The Wichita Eagle, Wichita, KS**

Newspaper Inserter, November 1995 - June 1996

I worked with inserts that needed to be put into the newspaper as they traveled down a conveyor. This job required skill and dexterity in a fast paced work environment.

**Education**

High School Diploma:

Abraham Lincoln High School - 2285 S Federal Blvd, Denver, CO 80219

Accounting Certificate: various classes including data entry

Emily Griffith Technical college - 1860 Lincoln St, Denver, CO 80203

**References**

Available upon request