

Lacy Fraire

Lakewood, Colorado 80215
(303) 960-1677
LaMarieJa21@gmail.com

OBJECTIVE

Self motivated, reliable hardworking, perfectionist. Proven ability to learn quickly, remain calm in handling emergencies, follow directions well and work successfully with diverse groups of people. Very committed, compassionate, detailed oriented with problem-solving, communication, production and teamwork skills. Friendly and outgoing personality, with a great sense of humor.

WORK EXPERIENCE

Colorado Wholesale Distribution, Denver, Colorado 08/2012 - 02/2014
Manager

Worked in a fast paced office/ Kitchen environment. Answered customer inquiries by telephone and e-mail. Trained new hires. Distributed mail and internal correspondence. Created and maintained new filing systems. Tracked and maintained office assets, managed expense reports, and ordered supplies. Greeted and directed professional visits. Customer billing, set-up of new jobs and maintenance of current inventory pricing. Collaborated with the operations manager to perform in the most efficient way to meet the company's expectations. Supervised quality of product and took specific actions to amend detected product fails. Determined variety and quantity of pastry to bake. Ordered and received supplies and retail products. Counted inventory daily. Used Quikbooks to maintain records, Inventory, Orders and Manifests.

Terumo BCT, Lakewood, Colorado 03/2011 - 07/2012
Assembler

Worked in fast paced assembly line with emphasis on machine operation. Provided maintenance, calibrations, and trouble shooting on complex machinery. Interacted with others on a daily basis to maintain an efficient work flow process. Followed specific processes according to MOP, SOP. Built a strong atmosphere for teamwork and collaboration. Learned the ability to switch job tasks in a moments notice to accommodate business needs. Played a crucial role in product quality and proficiency.

Walgreens, Broomfield, Colorado 10/2009 - 11/2009
Pharmacy Technician

Provided excellent customer service and handled incoming and outgoing calls. Received and filled prescriptions, counted pills, assisted with inventories, stocked medications and worked as a team in all areas of the pharmacy. 160 hour externship to complete pharmacy technician program through Kaplan University

JC Penney's, Westminster, Colorado 08/2008 - 06/2010
Pricing/ Sales associate

Greeted customers and provided them with excellent customer service. Performed accurately all monetary transactions on cash register. Answered multi-line phones and directed customer to appropriate department. Maintained and restocked departments throughout the store. Created and set-up store displays. Changed prices according to upcoming sales. Set up door busters. Maintained an organized work area.

City of Commerce City, Commerce City, Colorado
Gymnastics Instructor

06/2007 - 07/2011

Educate and monitor boys and girls, ranging from six months to eighteen years of age in the fundamentals and technical skills of gymnastics and sportsmanship. Create and implement curriculum and monitor compliance.

EDUCATION

Kaplan University Thornton, Colorado
Pharmacy Technician Certification

2008 - 2009

Pharmacy technician program. Completed Medical Terminology and a 160 hour externship under a professional pharmacist

High Plains High School Northglenn, Colorado
General High School

2004 - 2008