

# ERIKA RIVERA

Pocono Lake, PA  
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Authorized to work in the US for any employer

## WORK EXPERIENCE

### **S/R Clerk**

Americold - Gouldsboro, PA - July 2014 to Present

#### Responsibilities

Transmit work flow, populate and release work for warehouse employees

#### Accomplishments

Servicing company customers

#### Skills Used

Light clerical duties, detail oriented, customer service

### **Quality Control Inspector**

Haward Labs. - East Stroudsburg, PA - October 2011 to July 2014

#### Responsibilities

Assure quality of product before shipments

#### Accomplishments

Assurance modification

#### Skills Used

Assure product control, accuracies of finished products, detail oriented

### **Assistant Manager**

RC Solutions - Pocono Lake, PA - June 2011 to October 2011

#### Responsibilities

Assist in the management of the company by record keeping and sales

#### Accomplishments

Working on high speed environment

#### Skills Used

Take orders, set up appointments, answer phones, bank deposits and employee's payroll

### **Industrial Lead**

Pentron Corp. - Wallingford, CT - April 2005 to September 2005

#### Responsibilities

Responsible for group of employees to lead and train

#### Accomplishments

Desion making and lead role

Skills Used

Take attendance, train, Desion making, fill and assembly

**Front Desk Clerk**

Meriden Inn - Meriden, CT - January 2000 to April 2005

Responsibilities

Take reservations, assist public clientele, bank deposits, cash and credit card payments and confidential information

Accomplishments

Customer service orientation

Skills Used

Light clerical office duties

**EDUCATION**

**High School Diploma in genetal studies**

H.O. Platt High School - Meriden, CT

1992 to 1996