

Alondra Soto

Thornton, CO 80260

alondrasoto79_xjr@indeedemail.com

+1 720 472 2354

-Bilingual, have the ability to speak and write in both English and Spanish.

Willing to relocate to: Denver, CO

Authorized to work in the US for any employer

Work Experience

Inventory Control/Shipping and Receiving

RFMX, Corp/Houger Express - Denver, CO

January 2021 to Present

- Review and apply inventory activities, including movements and deletions
- Maintain and update inventory records
- Report any stock issues to management and place product orders as necessary
- Maintain records of all outgoing and incoming shipments from and to the warehouse.
- Prepare shipments with the correct mailing labels and ensure that all orders and withdrawal requests from the warehouse are correctly fulfilled.
- Consolidate shipping orders.

Forklift Operator

TW Services, Inc - Aurora, CO

September 2019 to January 2021

- Unloading materials and merchandise from incoming vehicles and stacking them to assigned places
- Locating and moving stock of products to pallets or crates for storage or shipment
- Identifying damages and report shortages or quality deficiencies
- Inspect machinery to determine the need for repairs and guarantee safety by performing regular maintenance
- Comply with company policies and legal guidelines
- Help maintain a safe and orderly environment of the facilities
- Check in/out drivers when they arrive for delivery

Packaging Lead

Izzio Artisan Bakery - Louisville Co.

April 2019 to September 2019

- Exhibits thorough knowledge of 140 frozen product sku's and their corresponding line setups and packaging standards.
- Adheres to the daily packaging schedule to ensure efficiency goals are achieved
- Ensures that all work activities are performed with attention to the highest standards for quality, safety and compliance with all appropriate legal and food safety requirements and a focus on continuous improvement.
- Follows and enforces all company policies & procedures, GMP's, & Quality Standards.

Shift Manager/ Trainer

Chick-fil-A Thornton Creek - Thornton, CO

November 2017 to December 2018

- Executes proper security, cash handling, control procedures, and hold cashiers accountable for adhering to policies and procedures.
- Maintains a positive working relationship and treats all employees with respect and ensuring compliance with company standards in all areas of operations.
- Addresses guest issues that may arise; Consults with management regarding complex issues.
- Directed daily operations of a quick serve restaurant • Recruiting, training and supervising staff • Employee break management • Handling end of shift financials • Making sure restaurant values are exhibited throughout the restaurant • Supporting a culture of people development and team focused work

Shift Manager

Chick-fil-a Edgewater - Edgewater, CO

November 2014 to April 2017

- Executes proper security, cash handling, control procedures, and hold cashiers accountable for adhering to policies and procedures.
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- Executes proper security, cash handling, control procedures, and hold cashiers accountable for adhering to policies and procedures.
- Maintains a positive working relationship and treats all employees with respect while providing them with direction and feedback.
- Addresses guest issues that may arise; Consults with store director.

Nanny

Sarah Weston - Thornton, CO

August 2014 to July 2016

Nanny, Sarah and Allen Westdon Thornton Co.

- Cared for a boy and a girl ages 4 and 1.
- Monitoring and facilitating bedtime and bath time routines.
- Prepared meals in the absence of parents and ensured that the children ate on time as per their daily routine.
- Established positive relationship with the children by designing creative games and activities, so that the children could learn and have fun at the same time.

Cashier

Sarku Japan Flatirons Crossing Co

October 2014 to November 2015

- Count money in cash drawers at the beginning of shifts to ensure that amount are correct and that there is adequate change.
- Maintained a clean and orderly working environment.
- Assists in other areas of the store, such as clean-up, shelf-stocking, or keeping merchandise displayed in an orderly manner.

Education

High school

Northglenn High school - Northglenn, CO

September 2012 to May 2014

Some College in Nursing Assistant

Front Range Community College - Westminster, CO

September 2016

Skills

- Excellent written and verbal communication skills (Less than 1 year)
- written and verbal (Less than 1 year)
- Food Service
- Fast Food
- Shift Lead
- Crew Member
- Shift Supervisor
- Team Member
- Customer Service
- Key Holder
- Packing
- Order Picker
- Nannying
- RF Scanner
- Inventory Control
- Food Safety
- Babysitting

Certifications and Licenses

Driver's License

Forklift Certification

Additional Information

SKILLS

Language

- Fluent in both English and Spanish (written and verbal)

Trainer

- Leadership
- Self-motivation
- Works well under pressure
- Great communications skills
- Able to present information for all learning skills