

Amanda Armijo

Englewood, CO 80111

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A military veteran who is goal-oriented and a self-directed individual with 4+ years' experience in customer service, logistical experience, multi-tasking, problem solving, prioritizing projects, tasks and deadlines. Ability to work independently or in a team situation to meet the goals and mission statement of the company. Ability to learn and navigate new warehouse protocol, software programs and database systems.

Authorized to work in the US for any employer

Work Experience

Quality Technician/ Extrusion Technician Assistant

Eldon James, Corp. - Denver, CO

January 2021 to April 2022

Measure using a caliper, utilize gauge pins, inspect plastic fittings, record data into IQMS. Train new employees to use IQMS and calipers. Extrusion Technician Assistant responsibilities were to make adjustments on machines, package finished tubing, measure and pin checking for accurate length and inner and outer diameter of tube.

Warehouse Associate

Amazon

November 2019 to September 2020

- Trained new associates coming into warehouse.
- Picked orders, and stocked product using a cherry picker.
- Worked on shipping dock putting product on trucks.
- Worked on receiving dock to receive incoming product, and prepare for stocking.
- Operated electric pallet jack, cherry picker, and tugger.

QUALITY CONTROL AUDITOR

UNFI

April 2019 to November 2019

- Verify all products being loaded on trucks are correct based off of invoice generated.
- Complete all data entry of outbound loads audited in a timely manner into the company's data base system.

QUALITY CONTROL AUDITOR

DEL MONTE

September 2018 to February 2019

- Inspect all fresh produce, allergens, dairy and conduct testing for freshness coming into Del Monte.
- Take weights of all product coming in, document all discrepancies of all incoming loads and input all info into the company's data base system.

AUDITOR

QCD ROCKY MOUNTAIN LLC

March 2018 to September 2018

- Audit all outbound loads for 100% accuracy for four different restaurant chains.
- Document all findings and inputting the info into the company's data base system.

QC INSPECTOR

ELWOOD STAFFING

May 2017 to January 2018

- Inspect, Troubleshoot, and resolve any issues found in outgoing turbines that were within my realm of competency.
- Led small team of 4 staff persons in the day-to-day duties of inspection and inputted the day's findings into the computer.

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PACKAGE HANDLER

FEDEX

October 2016 to December 2016

Arranged, organized, and sorted all packages per zip code for outbound deliveries.

CUSTOMER SERVICE REP

FIRST SOURCE

March 2016 to July 2016

Assisted customers by phone with questions regarding their credit card statements and payments.

CUSTOMER SERVICE REP

GLOBAL CALL CENTER SOLUTIONS

August 2013 to January 2016

Assisted Direct Sales Representatives by phone with the input of customer orders for Comcast.

PRODUCTION WORKER

SELECT STAFFING

May 2013 to July 2013

Assembled commercial size air conditioning units.

CUSTOMER SERVICE REP

ADECCO

December 2012 to February 2013

Assisted customers by phone with their orders and helping them resolve any issues with their orders.

92F AVIATION REFUELER

UNITED STATES ARMY

August 2004 to June 2008

Conducted various job duties per commander stateside and internationally during years of service.

Education

HIGH SCHOOL DIPLOMA

FOWLER HIGH SCHOOL - Fowler, CO

Skills

- QUALITY CONTROL
- CUSTOMER SERVICE
- DATA ENTRY
- ORGANIZATIONAL SKILLS
- TIME MANAGEMENT
- Quality Audits
- Auditing
- Order Fulfillment
- Order Picker
- Cleanroom
- RF Scanner
- Pallet Jack
- Calipers
- Quality Inspection
- Coordinate measuring machine
- Micrometer
- Quality Assurance
- Calibration
- Order Picking

Links

<http://Linkedin.com/in/amanda-armijo-2b02a315a>

Military Service

Branch: United States Army

Rank: E-4

Additional Information

SKILLS

Customer Service Data Entry Communication

Inventory Management Quality Control Time Management

Logistics Management Teamwork Troubleshooting

Auditor Reliable Inspection

Problem Solving Microsoft Office Suite Order Fulfillment

Forklift/Pallet Jack Organizational skills Quality Control