

# Ana Valles

## **Fc Associate - Amazon Fulfillment Center DEN3**

Longmont, CO 80504

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1-720-3780267

Self-motivated and dependable while achieving high performance with minimal supervision.

## Work Experience

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### **Fc Associate**

Amazon Fulfillment Center DEN3 - Thornton, CO

August 2018 to Present

Provided onsite training.

Checked if product was in the right condition to be sold.

Correct barcodes physically and virtually on inventory.

Count inventory

### **Front Desk Receptionist**

Massage Envy - Boulder, CO

April 2019 to September 2019

Answer calls . Make appointments. Serve guest to their needs

### **Breakfast Cook**

Hampton Inn Suites - Gunbarrel, CO

February 2018 to April 2018

Greeted guests in a pleasant and courteous manner.

Communicated and exemplified the company's vision and goals.

Delivered exceptional, friendly and fast service.

Monitored UPC codes.

Maintained knowledge of current menu items, garnishes, ingredients and preparation methods.

Oversaw bar inventory, restocked supplies and placed orders.

Complied with health and sanitation practices and procedures.

Maintained safe food handling standards at all times.

Educated guests on daily specials and menu offerings, enabling decisions on appetizers, entrees and desserts.

Greeted all customers.

### **Assistant Manager**

Wendys - Longmont

May 2013 to April 2016

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Handled all scheduling for store shifts to ensure proper staffing at all times.

Performed daily activities in a timely manner, including managing the housekeeping and inventory needs of the store.

Improved customer satisfaction and sales by working with store manager and colleagues.  
Proactively identified and solved complex strategy problems that impact business direction.

Ensured that personnel were properly trained and supervised department managers, shift leads and production personnel.

Initiated inventory control measures to manage and replenish stock, maintain costs, meet customer demands while monitoring clothing, accessory and shoe levels.

## Education

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### **High School Diploma**

Skyline High School - Longmont, CO

2015

## Skills

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- Picker Packer
- Warehouse Associate

## Additional Information

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### SKILLS

Bilingual in Spanish and English Quick learner

Great customer service Multitasking ability

Time management skills Detail oriented

Excellent communication