

Andrea Torres

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Seeking a permanent position with a company that will allow me to fully utilize my communication, problem solving and customer service skills. With possibility of moving into a leadership role.

Work Experience

Shipping Clerk

Wurth Revcar Fasteners, Inc. - Commerce City, CO

April 2023 to Present

- Pull customer orders using high reach truck
- Prepare orders for shipment
- Replenish customer stock on site
- Travel to other warehouse locations (Pueblo), when coworkers are out of the office
- Contact freight dispatch to schedule pickups

Warehouse Case Picker

Lineage Logistics - Commerce City, CO

November 2022 to Present

- Pick product/cases with the assistance of RF handheld scanners
- Pack, seal, and label pallets for storing and/or shipping
- Manually load and unload product on and off pallets, skids
- Operate double electric pallet jack

General Labor

State of Colorado (UNCO) - Greeley, CO

August 2016 to October 2022

- Load, transport, and unload office furniture, equipment, and heavy freight of various shapes and sizes for a multitude of campus functions
- Custodial - including stripping and waxing all educational buildings on the college campus
- Utilize 14 ft moving truck
- 12 ft box truck
- Collect and sort (into correct large roll offs) recyclables and shred bins on college campus.
- Provide cleaning, upkeep, and facility maintenance of multiple buildings over a 260-acre campus.
- Train new hires in assigned areas and how to operating the maintenance machines.
- Shovel snow and lay down ice melt to keep the camps safe.
- Ordered and distributed cleaning supplies for my coworkers.
- Inspected fire extinguishers to make sure they are safe and ready to use.
- Set up and breakdown athletic and graduation events for students.

McDonalds Crew Trainer

McDonald's - Greeley, CO

June 2015 to May 2016

- Train new incoming employees
- Rotate and check expiration dates of food
- Count register drawers
- Unload delivery truck
- Replenish supplies
- Cook in a high paced environment
- Take orders, problem solve customer issues

Unloader/Loader

FedEx Ground - Commerce City, CO

February 2015 to July 2015

- Unload packages of various sizes from semi trucks using a conveyor belt
- Sort small packages
- Load semis
- Very fast paced work environment

Overnight Stock Associate

Walmart - Thornton, CO

June 2014 to December 2014

- Unload, sort and palletize merchandise for departments
- Restock merchandise on shelves
- Assist customers with questions
- Create new displays
- Recycle and bail cardboard
- Clean up spills
- Report overstock in computerized system

Custodian

State of Colorado (UNCO) - Greeley, CO

August 2013 to May 2014

- Provide cleaning, upkeep, and facility maintenance of multiple buildings over a 260-acre campus.
- Train new hires in their areas and in operating the maintenance machines.
- Shovel snow and lay down ice melt to keep the camps safe.
- Ordered and distributed cleaning supplies for my coworkers.
- Inspected fire extinguishers to make sure they are safe and ready to use.
- Set up athletic and graduation events for students.

Customer Service Representative

TeleTech (BCBS) - Greeley, CO

April 2013 to July 2013

- Completed training
- Answer customer calls regarding bank accounts
- Deescalate situations (upset customers)
- Create a brief summary of the resolution

Office Manager / Assembly / Shipping & Receiving

DualDraw, LLC - Denver, CO

November 2001 to October 2011

- Accounts receivable and payables
- Enter payroll
- Invoice customers
- Schedule freight and small package pick ups and deliveries
- Negotiate prices for replacement parts and supplies with vendors
- Fulfill orders for replacement filters
- Fabricate and assemble downdraft tables and filtration systems
- Wire electrical for units, included light switches, light fixtures, motors, kill switches, hazardous location switches, light fixtures and motors
- Weld and deburr parts before assembly

Education

GED

Lester R Arnold High School - Commerce City, CO

November 1997 to May 1998

Skills

- Moving Experience (5 years)
- Load & Unload (1 year)
- Forklift (5 years)
- Delivery Driver Experience (3 years)
- Box Truck (5 years)
- Shipping & receiving (3 years)
- Order entry (2 years)
- Floor care (3 years)
- Electrical experience (1 year)
- Order fulfillment (2 years)
- Lawn Care (Less than 1 year)
- Office Management (2 years)
- Order Picking
- Custodial Experience (6 years)
- Warehouse experience (4 years)
- Order picker (1 year)
- RF scanner (1 year)