

Angilena Arrellano

Thornton, CO 80602

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Focused and hard working with an exceptional attention to detail and a superb customer service record. Skilled multi-tasker able to handle many projects with accuracy and speed. Excellent ability to tolerate high-stress and uncomfortable working environments for extended periods of time.

Work Experience

Order pulling supervisor

EMI Sportswear - Longmont, CO

February 2016 to August 2023

- Pulled orders
- Inventory control
- Shipping
- Approve incoming materials by confirming specifications, conducting a visual and measurement test, and rejecting and returning unacceptable materials
- Return products for re-work if needed and complete documentation to confirm re-work
- Document and update inspection results by completing report and logs
- Keep measurement equipment operating by following operating instructions and calling for repairs
- Approve in-process production by confirming required specifications, conducting visual and measurement tests, and communicating the required adjustments to the supervisor.

Production Worker/Customer Service

Left hand studios - Longmont, CO

February 2009 to June 2016

- Assisted with business system assembly line work
- Took orders over the phone with efficiency and accuracy
- Maintained clean operations area at all times
- Assessed production line issues and reported same to management
- Assembled, glued earnings
- Worked with various type of metal wire from 18-30 gauge
- Bending and forming metal frames
- Wire manipulation
- Prepared materials for different styles quickly, efficiently, and with exact measure
- Chain cutting and record keeping of specifications of every style from sampling to production
- Pushed through all orders in an organized fashion and in accordance to delivery dates
- Order pulling with scanning guns

Education

High school diploma

January 2006 to May 2006

Skills

- Order Picking
- Assembly
- Shipping & Receiving
- Pallet Jack
- Warehouse Experience
- Quality Inspection
- Warehouse Management
- Materials Handling
- Manufacturing
- Order Picker
- Packaging
- Inventory Control
- RF Scanner
- Organizational Skills
- Supply Chain
- Leadership
- Supervising experience
- Order fulfillment
- Warehouse management

Certifications and Licenses

Driver's License