

Ariana Martinez

Denver, CO 80219

Arianamartinez1231@outlook.com

7202209453

I'm very eager to begin a career with a company and further my skills and use the ones I already know.

Authorized to work in the US for any employer

Work Experience

Shipping Clerk

Business Cards Tomorrow - Denver, CO

September 2019 to Present

Denver

Shipping Department/Stamps (full time)

September 2019 - Present

- Ship out products via UPS and Fedex
- Enter data entry for invoices
- Put together/make dye for rubber stamps
- Run the slitter machine (cut business cards)

Fulfillment Associate

Publication Printers corp.

August 2018 to September 2018

part time}

August 2018 - September 2018

- Handwork (collate, make labels, print and read tickets)
- Quality control, close attention to detail to the conditions of product
- Hand bindery
- Prepare orders to get ready for our customers
- Package the product in boxes/envelopes and attach shipping labels

Operate a Cashier

Kohls, Lakewood - Denver, CO

November 2017 to December 2017

MJM (seasonal work)

November 2017 - December 2017

- Making sure merchandise was neat and organized to look good for sales
 - Operate a cashier, receive payments of cash or card, issue receipts/change
- Publication Printers, Denver

Courtesy Clerk

King Soopers, Englewood

May 2017 to August 2017

Push carts

- Bag groceries
- Assist customers by providing information and assistance to their cars
- Stock shelves
- Operate a cashier, receive payments of cash or card, issue receipts/change

Education

HS Diploma

Pikes Peak Online High School

August 2016 to June 2018

Skills

- Fulfill orders
- Great attention to detail
- Team player
- Interacting with customers and providing excellent customer service
- Operating a cashier
- Package products
- Stocking shelves
- Fast learner with new procedures
- Accounting (submit data entry for invoices)
- Shipping experience with UPS/Fedex
- Quality Control
- Packaging
- Shipping & Receiving
- Warehouse Experience
- Order Picker
- Order Picking

Certifications and Licenses

Driver's License