

Audrey Laeyt

Arvada, CO
orchidtarot13@yahoo.com
720-621-5823

Authorized to work in the US for any employer

Work Experience

Freight flow

Target - Arvada, CO
April 2014 to Present

I unload trucks onto pallets or flat carts. they are separated by departments. Then I work the freight out on the sales floor. I also answer or help customers with what ever they need.

Hosekeeping

TERRA MANAGEMENT - Arvada, CO

Clean 4 different buildings for a 62 and older apartment complex. Vacuum, dust, mop, wash windows.

Asst. Manager

Dollar Tree - Arvada, CO
March 2013 to April 2014

I had different duties in this position. I would help the cashiers get their drawers set up. Count and balance the money at the end of the night. I would work freight and set up new merchandise on shelves or walls. I would answer questions for customers if needed. I also cashiered if needed.

Lead Receiver

Lowe's - Arvada, CO
August 1995 to May 2012

I did freight flow when I first started. Then moved into receiving where I was also trained in the receiving clerk position and the RTM position. I multi tasked a lot. I would answer phones, set appointments, and call for missing paper work. I would check for damaged products and call companies to let them know and get credit. I would enter the paper work into the computer, and then file it. I took care of customers special orders and called them if there was a problem.

Education

Arvada West High School

Skills

Power equipment-forklift, Basic Computer Skills

Additional Information

I learn fairly fast. I am efficient and organized. I work hard. I like to make sure every job I do is done with 100% effort and neverless. I can multi task. I know how to answer multi line phones. I can set appointments. I have filed paperwork. I know faxing and copying.