

BLANCA G VILLA-LOPEZ

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OBJECTIVE.

Dedicated to my work that has been assigned to me. Always punctual for work. I do have my own transportation. Responsible and dependable in all my job positions. Quick thinking, motivated team leader and strong organizational skills. Considered to be outgoing and approachable by friends and by co-workers. Experience in customer service, answering phone calls and customers questions or concerns, filing and data entry. Able to work independently or with co-workers. Reading and interpreting details in english and spanish and having knowledge with Microsoft office.

Skills:

- **Bilingual in English and Spanish**
- **Fast learner**
- **Quality control analysts**
- **proven leader**
- **Can lift more than 50lbs**
- **attention to detail**
- **Customer service/ Receptionist experience**
- **Electric pallet jack handler**
- **Assembly line**
- **Active worker**
- **Microsoft office**

Experience:

Rocky Mountain Natural Meats Henderson CO

Packer | start date: April 2015 and January 2018

- Assembly line and pad cartons, crates and containers.
- Move and sort products, materials and orders
- Fast paced
- electric pallet handler
- Can lift more than 50lbs.
- Quick thinking in a difficult situation.

READY FOODS Commerce City, CO September 2015 - April 2015

- Analyze quality control test results and provide feedback and interpretations to production management or staff.
- Stop production if serious product defects are present.
- Monitor performance or quality control systems to ensure effectiveness and efficiency.
- Verify that raw materials, purchased parts and components that are in process while running the line, get samples of the product and finally that the products meets the standards inspections
- Audit and inspect the facility including good G.M.P. (Good Manufacturing practices) from employees that the working area is hazards free also that is kept clean.
- Using precision tools to quickly identify defective parts.
- Advising Supervisors on concerns or defectiveness of a product also reporting any accidents, incidents, near misses or actual problems.

Unlimited Motors LLC Denver, Co November 2013-September 2014

- **Managed receptionist area, including greeting visitors and responding to phone calls and in person request.**
- **handled all social media and public relation inquires..**
- **File vehicle reports.**
- **Set appointments and update appointments in the calendar for the car salesperson and for my manager.**
- **Receive payments and record receipts for a vehicle also made copies, sent taxes and handled all outgoing emails.**
- **Kept the office and my work area clean and tidy for the customers can feel greeted in a clean and organized office area.**

EDUCATION

ADAM CITY HIGH SCHOOL COMMERCE CITY,CO Graduated in May 18 2010

- **DIPLOMA**

References: Available if requested.