

BREANA GARCIA

Breanagarcia.3254@gmail.com | 720-492-3664 | Westminster, CO 80031

Summary

Motivated multifaceted with positive attitude and a commitment to safety, quality, customer service and lean manufacturing.

Skills

- Forklift
- Haeger press/ window touch
- Shear
- Pallet jacks
- Customer service
- Temperature tolerance
- Materials handling and transport
- Microsoft Word
- Microsoft Excel
- Data entry

Experience

Sales Associate | SIGNIA Marketing - Westminster, CO | 12/2019 - Current

- Maintained knowledge of current promotions, exchange guidelines, payment policies and security practices.
- Input client information into spreadsheets and company database to provide leaders with quick access to essential client data.
- Answered incoming phone calls and directed callers to appropriate departments and personnel.

Warehouse Associate | Palmetto Sports Fundraising - Easley, SC | 07/2019 - 11/2019

- Organized and positioned product cases in produce warehouse and walk-in cooler.
- Scanned container labels to verify contents and determine target destination using RF scanners.
- Maintained accurate and current order and shipment forms, inventory documentation and customer records.
- Attached identifying tag or labels to materials or marked information on cases, bales, or other containers.
- Methodically picked, packed and labeled merchandise to prepare for shipment.

Brake Press Operator | Commercial Architectural Products - Englewood, CO | 09/2018 - 06/2019

- Kept machines running at peak efficiency to meet demanding production targets.
- Inspected printed products for clarity, color accuracy, and conformance to provided specifications.
- Adhered to company and OSHA safety procedures to protect team members, products and equipment.
- Followed work orders to select proper materials, make accurate cuts and complete precise finished products.

Hardware Lead | Majestic Metals Inc. - Denver, CO | 08/2015 - 09/2018

- Ensure quality and ontime product
- Train and organize team of 4
- Read blueprints to determine material and customer custom orders

Education and Training

Brighton High School | Brighton, CO | 05/2008

High School Diploma