

CECILIA LEYVA

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WAREHOUSE ASSEMBLER

SKILLS SUMMARY

Responsible and hardworking warehouse assembler with excellent working skills seeking a position with a manufacturing warehouse where working knowledge of assembling components.

Detail- oriented team player and organizational skills that exercises independent judgment and decision-making abilities, and a high level of confidentiality.

WORK EXPERIENCE

Joe's Barber Shop Aurora, CO 01/2013 to 05/2019

Salon Receptionist

Warmly greeted clients, walked them to the proper beauty station and inform assigned beauticians of their arrival. Booked and confirmed appointments via phone. Processed transactions-cash and credit cards and issued receipts. Offer beverages and snacks while they were in the waiting room. Welcomed walk-ins, answered questions about services and scheduled appointments based on availability. Also, informed clients about new services and discounts, updated client records and maintained a tidy reception area.

Bronco Bar Aurora, CO 01/2009 to 12/2012

Waitress/Bartender

Welcome customers, listened to people's beverage preferences, made recommendations and took drink orders. Planned drinking menus, informed customers of new beverages and specials. Selected and mixing ingredients, garnished glasses and served beverages to customers. Checked identification to ensure customers are the legal age to purchase alcohol. Took inventory and ordered supplies to ensure bar and tables were well stocked. Adhered to all food safety and quality regulations. Handled cash, credit and debit transactions-ensured all charges were accurate and returning correct changes to patrons, balanced the cash register. Maintained a clean work and dining area by removing trash, cleaned tables and washed glasses, utensils and equipment.

Rocky Ford Produce Rocky Ford, CO

05/2007 to 08/2009

Prepared orders by processing requests and supply orders, pulled materials, packaged boxes, placed orders in delivery area.

EDUCATION

Manzanola Jr./Sr. High School

Manzanola, CO

SKILLS

Bilingual in English and Spanish, responsible, excellent customer service, business and professional, ability to multitask, avid understanding of production procedures, strong work ethic, excellent organizational and communication skills and demonstrated ability to work in a team fostered environment with minimal supervision.

PHYSICAL CAPABILITIES

Ability to sustain over 50 lbs., to walk and stand for extended periods of time, outstanding physical dexterity, ability to bend, stoop and work in adverse climatic condition.