

Catherine Hurtado

China Spring, TX
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WORK EXPERIENCE

Shipping Clerk/Forklift Operator

Packless Industries - Waco, TX -

2013-06 - 2018

Pull orders, pack stock and ship to customers by UPS, DHL, Fed Ex. Input information into computer. Perform inventory periodically. Drive forklift.

CSR - Customer Service Representative

EMSI -

2014-03 - 2014-12

Juvenile Correctional Officer

Texas Youth Commission - Mart, TX -

1999-11 - 2011-08

Supervise at risk youth, document all movements and daily routines, document behaviors, inspect dorms and locks, look for contraband, address behavior, teach youth hygiene skills, cognitive skills.

EDUCATION

High school or equivalent

University High School

McLennan Community College

SKILLS

Forklift Operator sit down and stand up forklifts, Multi-Line Phone System, Data Entry, Typing, Fax, Copy Machine, Microsoft office