

Cecelia Ramos

Arvada, CO 80002

ceceliaramos479_ty8@indeedemail.com

+1 720 461 8741

Professional Summary

To obtain a position in which I can use my excellent Production, cleaning, customer service, money handling skills and Spanish fluency to increase customer satisfaction and profits for my employer

Authorized to work in the US for any employer

Work Experience

fulfillment Specialist

Walgreens fulfillment center-Denver, CO

May 2023 to January 2024

Fulfilling packaging pills for Walgreens labeling customer Information on packaging, scanning pills working with computer and printer make sure customers info is correct

Assembly/Packer Machine Operator

Revolution Foods-Commerce City, CO

July 2018 to May 2020

Making school lunches

Assembly line

Packing snacks

Running flo wrap machine

Running Pro wrap machine

Housekeeper/Laundry

Best Inn & suites Hotel-Denver, CO

March 2014 to November 2014

Cleaning Rooms

Washing and folding sheets towels blankets etc

Inventory Specialist

Randstad Staffing-Denver, CO

March 2013 to May 2013

Scanning clothing pricing and counting all merchandise, writing the number on products that were taking out to the floor to sell

Cashier/shift Manager

Wendys fast food-Lakewood, CO

August 2009 to December 2011

Trained 9 people to be there best at thier job

Cleaned
Helped customers
Handled large amount of money
Closed restaurant
Opened restaurant
Inventory food
Took lead when and where it was needed

Dispatcher/Customer Service

Spherion Staffing LLC-Des Moines, IA
July 2011 to October 2011

Answering emails phone calls making sure customer was getting there product on time making sure it was getting shipped out on time, also dropping product for pickers when product was not on the floor so orders could get done

Assembler

SOS Staffing Solutions-Denver, CO
July 2005 to June 2006

Assembled mini blinds using hand tools blue prints and inspecting, packing product

Education

GED

Mi casa community school - Denver, CO
September 2001

Skills

- Work well with others
- follow directions accurately
- Trustworthy
- Self-Motivated
- Use time productively
- Flexible
- Multi-task effectively
- Able to take lead as needed
- Communicated clearly and professionally with customers and staff to improve customer relations and help create a positive work environment
- Directed the work of nine other staff and helped keep them motivated for maximum productivity
- Trained new staff to use required equipment and perform all of the basic duties of their jobs
- Efficiently cleaned and handled larger amount of money burglar alarm was set when leaving the place
- Used my Spanish fluency to communicate with non Spanish speakers interpret for other staff
- Worked in a fast paced production environment using a variety of equipment to create finished products quickly, correctly and safety
- operated cash registers and handled money accurately

- Supervising experience
- Sales
- Dispatching
- Cleaning
- English
- Hotel experience
- Supervising experience
- Guest services
- Shift management
- Cash handling
- Customer service
- Cash register
- Assembly
- Restaurant experience
- Manufacturing
- Time management
- Communication skills
- Warehouse experience
- Computer skills

Assessments

Cleaner fit — Proficient

November 2021

Measures the traits that are important for successful cleaners

Full results: [Proficient](#)

Work style: Reliability — Proficient

November 2021

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

Work motivation — Proficient

November 2021

Level of motivation and discipline applied toward work

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.