



CECILIA MARRUFO

INVENTORY CLERK

OBJECTIVE

I am a highly motivated and enthusiastic worker with 1 year of inventory clerk and waitressing experience. I am bilingual, fluent in both English and Spanish. I have exceptional organizational and communication skills. I have worked with Caspers Electronics as an assembly worker building automotive harnesses and was later promoted as an inventory clerk to distribute and manage over 10,000 parts in the warehouse. I am currently seeking employment to join a growing and caring company.

Experience

INVENTORY CLERK

(January 2, 2019-March 2020)

Caspers Electronics

5840 Byrd Dr. Loveland Co, 80538

Supervisor: Michele Navarrete

I started working at Caspers Electronics as an assembly worker building automotive harnesses. After two months I was promoted as an inventory clerk for the warehouse. During my time I was able to learn how to restock, receive, and distribute automotive parts. I was also trained to use Quick Books accounting software to be able to order and account for necessary raw materials needed for production assembly.

WAITRESS

(April 2017- December 2017)

La Panda Mexican Restaurant

609 Ken Pratt Blvd, Longmont, CO 80501

Supervisor: Guadalupe Orona

I worked as a waitress for the restaurant for almost a year. My duties included multitasking between taking orders, cash-handling, and busting tables. I worked hard to provide exceptional customer service.



EDUCATION

Reference

Inventory Manager:

Michele Navarrete

Phone: (970) 396-4378

Email: mcervantes120@gmail.com

Work Address:

5840 Byrd Dr.

Loveland, CO 80538

Operations Manager

Brandon Foote

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