

# Celia Barrera

## **Receiving Desk Clerk - American Furniture Warehouse**

Longmont, CO 80501

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+1 720 487 5566

Dependable Receiving recognized for consistency in productivity and attendance while exhibiting a positive attitude in light of challenging situations. Exhibits exemplary work ethic and willingness to learn new processes and techniques which enhance business and team efforts.

Authorized to work in the US for any employer

## Work Experience

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### **Admin document control**

IONEX Research Corporation - Lafayette, CO

October 2020 to Present

Release drawings with current rev to the shop and pull the previous rev off the floor and retrieve it in the database.

Add training logs into database

ECO's, datasheets, Cal's, MIS, and drawings submit to the customer before releasing.

Handle travelers from engineering.

Closeout jobs.

Print out drawings and create new books/ big sticks for new jobs and communicate with the lead in the shop on how they want their new job books to be.

Share NCR's to the SharePoint site for customers.

Add cells to the database

### **Receiving Desk Clerk**

American Furniture Warehouse - Firestone, CO

February 2013 to March 2020

Batch paperwork, schedule containers, check in drivers, print labels out for the truck that's being worked on, walk the docks to make sure we have

enough room for an unload, inventory on shortages and averages, email

buyers on PO's we need to receive, communicate with all management on the days work, tag and scan, process paperwork when the truck is fully

received, make sure our containers don't go in demurrage, certain venders

have certain amount of days to be unloaded. Answer phone calls for live

loads that are coming in, process parts, put in all activity that comes into our warehouse on the data entry, good with Excel, Word, Microsoft office.

### **Housekeeping**

Panorama Coordinated Services Inc - Longmont, CO

May 2011 to October 2012

Traveled to houses, cleaned bathrooms, bedrooms, kitchens, dusted, mopped, and dishes. We only had a certain amount of time to clean a house.

## Education

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### **High school or equivalent**

## Skills

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- Inventory
- Customer service
- Data analysis
- Detail oriented
- Problem-solving
- Documentation
- Data Entry
- 10 Key Calculator
- Microsoft Word
- Microsoft Excel
- Typing
- Microsoft SharePoint
- Administrative Experience
- Databases

## Certifications and Licenses

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### **driver's license**

## Additional Information

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SKILLS Attention to detail Client and vendor relations  
Communications Data analysis  
Dependable Detail oriented  
Documentation and reporting Inventory management  
Multi-tasking and negotiation Organizational Skills  
Problem-solving abilities Customer service