

Chanel Castruita

Northglenn, CO 80233

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Hard-working and welcomes the challenge to learn and develop new skills on the job. I am Creative, resourceful and flexible. I am able to adapt to changing priorities and maintain a positive attitude and strong work ethic. Skills

- Time management skills
- Multi-tasking
- Hardworking and attention to the smallest of details
- Fast Learning
- Exceptional communication skills in order to be able to understand and carry out work orders.
- Team working
- Effective listening skills

Authorized to work in the US for any employer

Work Experience

Manpower Temp

Ball Corporation - Golden, CO

March 2021 to September 2021

- Machine operator (Ends Department)
- Maintaining machines
- 5s area
- tools

Operator

Vestas Blades Brighton - Brighton, CO

January 2018 to November 2020

- Manufacturing/production.
- Gantry craning
- Power tools
- Team environment
- Quality checks

Production Worker

ResourceMFG - Longmont, CO

June 2017 to September 2017

Temp agency for manufacturing/production
learned many skills using drills,had saws ,packaging,shipping production

BoulderCentre for Orthopedics-Boulder Supervisor

Medical Records Department

March 2012 to March 2017

Colleen Kinlund 303-775-4371

- Athena net
- Receiving and processing medical records requests.
- Input data into computer programs and filing systems.
- Prepare mailings of information and documentation.
- Interact and communicate easily with department personnel and public.
- Receiving and processing mail

Custodian

St. Vrain Valley School District-Silver Creek High School

February 2011 to October 2011

- Mixed water and detergents in containers to prepare chemical cleaning solutions.
- Hosed down and swept steps and sidewalks.
- Washed and spot-cleaned files, desktops, office glass, partitions, doors and walls.
- Inspected facility and grounds and picked up any trash.
- Cleaned building floors by sweeping, mopping, scrubbing and vacuuming.
- Steam cleaned and shampooed carpeted areas.
- Cleaned windows, glass partitions and mirrors using soapy water, surface cleaner, sponges and squeegees.

Custodian

St. Vrain Valley School District

October 2010 to February 2011

-Substitute Custodian

- Washed and spot-cleaned files, desktops, office glass, partitions, doors and walls.
- Inspected facility and grounds and picked up any trash.
- Cleaned building floors by sweeping, mopping, scrubbing and vacuuming.
- Steam cleaned and shampooed carpeted areas.
- Cleaned windows, glass partitions and mirrors using soapy water, surface cleaner, sponges and squeegees.
- Mixed water and detergents in containers to prepare chemical cleaning solutions.
- Set up, arranged and removed decorations, tables, chairs, ladders and scaffolding to prepare facilities for large events.

Warehouse work

Magpul - Erie, CO

February 2008 to November 2010

- Loaded and unloaded pieces into boxes for shipment.
- Operated hand tools, including trimming knives and rubber mallets.
- Worked on assembly line.
- Worked in a fast passed team environment.

Education

High School Diploma in Education

Wheat Ridge High School

2006

Skills

- Medical Records
- Custodial Experience
- Athenahealth
- Warehouse experience
- Manufacturing
- Assembly
- Customer Service
- Hand Tools
- Packaging
- Maintenance