

Charleta Marzette

970-689-8684 | Charletam52@gmail.com

PROFESSIONAL SUMMARY

Dedicated professional with a track record of success in a variety of environments, consistently meets deadlines and exceeds goals. Safety minded worker who brings excellent organizational skills.

CORE COMPETENCIES

- ❖ Excellent critical thinking skills
- ❖ Fast learner
- ❖ Ability to work effectively with diverse personalities
- ❖ Acute attention to detail
- ❖ Solid computer skills
- ❖ Positive work ethic and integrity
- ❖ Dedicated team player
- ❖ Effective time management skill

WORK EXPERIENCE

Supervisor | Blue Print Robotics | Fort Collins, CO
2015 - 2016

- Read and interpreted schematic drawings, diagrams, specifications, work orders, or reports to determine materials requirements or assembly instructions
- Adjusted, repaired, or replaced component parts to correct defects and to ensure conformance to specifications
- Positioned, aligned, or adjusted work pieces to facilitate assembly
- Explained assembly procedures or techniques to other workers

Material Handler II | PTI | Johnstown, CO
2014

- Operated a variety of motorized/electric fork trucks, in shipping and receiving
- Performed quarterly cycle counts while maintaining inventory control
- Maintained production line by unloading semi- trailers for Just In time Parts
- Received in daily inventory and put into storage locations
- Prepared outbound RMA's for shipping

Traffic Control | Work Zone Traffic Control Inc.; Labor Ready | Pueblo & Boulder, CO
2014

- Interacted with the public to answer traffic-related questions, responded to complaints or requests, or discussed traffic control ordinances, plans, policies, or procedures
- Flagged motorists to warn them of obstacles or repair work ahead
- Placed signs and cones around work areas to divert traffic
- Removed litter and debris from roadways, including debris from rock and mud slides
- Inspected markers to verify accurate installation

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Receptionist | Manpower Temporary Service | Denver, CO
2011

- Operated telephone switchboard to answer, screen, or forward calls, providing information, taking messages, or scheduling appointments
- Greeted persons entering establishment, determined nature and purpose of visit, and directed or escorted them to specific destinations
- Scheduled appointments and maintained and updated appointment calendars
- Performed administrative support tasks, such as transcribing handwritten information, or operating computers to work with pay records, invoices, balance sheets, or other documents
- Filed and maintained records

Material Analyst/ Shipping/Receiving | Customized Transportation Inc. | Janesville, WI
1998

- Controlled 35 dock doors for inbound and outbound deliveries
- Helped organize inventory via computer and fork truck
- Coordinated staff for daily work assignments

EDUCATION

Clerical Secretary Certificate | Blackhawk Technical Institute

Colorado Ready Certificate | Colorado Workforce Center (WIA)

Personal Care Provider Certificated | ESM All About Dignity

Supervisory Management Studies | Madison Area Technical College