

Thornton, CO  
Cell: (720) 427-5612

# Crystal Ribali

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I am an ambitious, detail-oriented professional who is a quick learner with strong written and verbal communication skills. I am seeking a position that will utilize my previous skills, abilities and learned experience to be able to contribute quickly and effectively to your company's success.

## Professional Experience

FERGUSON, Commerce City, CO 2019-2024

Quotations Coordinator/ Shipping and Receiving

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- Checking emails with customers' orders
- Receiving packages shipping inbounds and outbound
- Stocking pallets
- As a quotation coordinator I was responsible for receiving blueprints to quote customers while separating mechanical and plumbing requests.
- Warehouse shipping and receiving
- Entering customer data from spreadsheets to create personal files including logging job numbers to ensure accuracy.
- Utilized Excel, Outlook, Bid tracer and Trilogy Software daily.

QUALITY DRIVERS, Aurora, CO 2016-2019

Dispatch/picking and loading/Will call

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- Utilized SAP and Logistics daily.
- Receiving and dispatching Inbound/Outbound deliveries and RF Scanning while displaying excellent customer service.
- Lead forklift driver.
- Daily activities included logging inventory throughout the warehouse utilizing SAP, as well as being responsible for interdepartmental transfers of inventory to other facilities within our warehouse.
- Machine operator/Inventory management

RESOURCE MFG, Longmont, CO  
Warehouse lead

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2015-2016

- Shipping/receiving, pulling and separating orders and maintaining inventory of products.
- Created labels and transferred customer data using Acuity software.
- Utilized software Pk to issue customer product and transfer parts from one location to another.

PRIME SOURCE EMPLOYMENT AGENCY, Denver, CO  
Shipping and receiving/logistics services

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2008-2014

- Forklift certified and Shipping/Receiving, picking manufacturing.
- Proficient using software AS400.
- Performed Outbound calls to follow up to ensure a positive customer experience and resolve any customer issues.
- Set up new customer profiles to ensure proper billing/shipments.
- Utilized UPS and FedEx for shipping orders.

#### Technical Competencies:

Microsoft Word | Excel |Power Point |Outlook | 10-Key | SAP |Forklift Certified |CPR & First Aid Certified

#### Education

High School Diploma  
Hinkley High School, Aurora, CO