

Cynthia Irizarry

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Willing to relocate to: Oregon - Colorado - Tampa, FL

Authorized to work in the US for any employer

Work Experience

Warehouse Coordinator

Air Squared Manufacturing Inc-Thornton, CO

February 2022 to Present

Fulfill order for manufacturing line, coordinate shipments domestically and internationally through parcel and freight. Inspect and receive inventory, report discrepancy. Maintain records and history through database.

Shipping/Receiving Inventory Support

VSE Aviation-Pinecrest, FL

March 2021 to Present

- Load and unload materials and products.
- Verify the quantity of items received against the packing slips and/or other shipping documents.
- File customer orders by pulling parts from inventory and prepare them for shipment.
- Keep detailed shipping and receiving logs as required.
- Receiving inspection, scanning (at point of receiving and at point of shipping)
- Assign and place parts into a physical location in the warehouse
- Retrieve ship orders
- Physically restock shelves and organize how and where materials are stored.
- Keep the warehouse clean and free of hazards.
- Communicating with freight forwarders and express couriers
- Maintain relationships with shipping/carrier representatives to ensure timely shipping arrangement and rectify problems such as damage to product.
- Create EASAs and ITNs for high value international shipments.

Stock Room/Receiving Clerk

Silver Wings Aerospace Inc.-Princeton, FL

September 2019 to November 2020

As a Receiving clerk I analyzed and counted aerospace piece parts and ensured that they were in acceptable conditions and consistent with receiving invoice and read through parts history and paperwork for traceability. Documented piece parts and stored them in Alphanumeric sections. Reporting discrepancies with parts conditions, quantities, and histories. And keeping delinquent parts quarantined till discrepancies were resolved.

As stock room clerk I fulfilled piece part orders, pulling parts from shelves and packaged them into kits.

Cashier

Sam's Club-Doral, FL

August 2018 to September 2019

Greet and assist customers with their purchases, direct customers so to the right personnel to help with their problems or to the location of a desired product. Keep an accurate account of money. Of up to 50 lbs unassisted. Promote sales of memberships. Close and clean the store. Serve as a receptionist receiving calls and transferring members to the right personnel and take detailed messages for personnels.

Associate

Skechers-Kendall, FL

December 2017 to August 2018

Handle money,

Customer service and assistance, promoting sales, promote and recommend merchandise based on customers need, organizing inventory, stocking shelves, maintaining workspace organized and clean

VA workstudy

FIU Veterans and Military Affairs-Miami, FL

February 2015 to June 2015

Worked receiving calls from students and veterans, answering questions and redirecting to to appropriate admissions when required, as well as calling back on queries. Also in my responsibilities were receiving, reading, and inputting case sensitive information for Veterans and their dependents into a system for the VA to establish their eligibility and qualifications, and then securing their information.

Education

Associate in Arts (AA) in Criminal Justice

Florida International University - Miami, FL

August 2014 to May 2018

High school diploma

South Dade Senior High - Homestead, FL

August 2012 to June 2013

Skills

- Microsoft Office, Word, Excel and PowerPoint (5 years)
- Data Entry (3 years)
- Filing (1 year)
- Microsoft Office (6 years)
- Organizational Skills (2 years)
- Receptionist (1 year)
- Microsoft
- Microsoft Word
- Outlook
- Clerical (3 years)
- Customer Service Skills (2 years)
- Bilingual
- Customer Service (3 years)
- Customer Care (2 years)

- Team Member (2 years)
- Food Service
- Food Prep
- Spanish
- Front Desk
- French
- Multilingual
- English
- Administrative Experience
- Typing (5 years)
- Translation
- Shipping & Receiving
- Time management
- Sales support
- Load & Unload
- Logistics
- Analysis skills (3 years)
- Warehouse experience
- Inventory control
- Documentation review
- Data collection
- Microsoft Access
- Microsoft Excel
- Warehouse management system
- Computer literacy
- Microsoft Outlook
- Driving
- Aviation
- Order Picking
- Supply Chain
- ERP Systems
- Forklift
- Pallet jack
- Materials handling
- Packaging
- Order picker

Assessments

Forklift safety — Proficient

January 2021

Best practices and safety hazards in forklift operation

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

- Bilingual (Spanish)
- 6 years of French (Adept speaker and reader)
- Spent 2 years volunteering as a Teacher's Aid, organizing and grading student work and papers.