

Danielle M. Brown
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RELEVANT EXPERIENCE

Office Coordinator

- *Tracked reporting, Audits, employee safety logs and inventory*
- *Maintained inventory for both shipping and receiving throughout logistics*
- *Created, Enforced and maintained procedures and logs while keeping upper management informed of all audits and reports.*
- *Maintained shipments both in and out of the country*
- *Tracked foreign trade zones maintaining all documents ensuring deliveries pass all inspections through customs.*
- *Ability to multitask different jobs concurrent while maintaining organization and communication.*
- *Supervised small teams ranging from 5-20 employees.*
- *Answered phones and passed on messages throughout the department*
- *Ability to work in both self-motivated and team settings*
- *Ability to work under pressure and with strict time sensitive expectations*

Computer Skills

- *Ability to operate multiple systems as well as navigate through multiple screens simultaneously*
- *Perform daily data entry and customer tracking*
- *Ability to search and obtain company information, inventory and reports*

People and Communication skills

- *Phone and email responsibilities; responding professionally and in a timely manner*
- *Ability to handle a variety of situations or tasks*
- *Customer satisfaction is priority.*
- *Bilingual; can establish main issue to assist in the needs of Spanish speaking customers*
- *Ability to assist in conflict resolution*
- *Problem solving*
- *Ability to create and maintain new procedures and or policies to assist an entire team*

EMPLOYMENT HISTORY

- *2016 (temp) Shipping Clerk; Vestas, Naceles Brighton Co.*
- *2014 (full time) Warehouse operator Leprino Foods Greeley, CO.*
- *2007-2012 (full time) Shipping loader Walmart D.C Cheyenne WY.*

PROFESSIONAL EXPERIENCE

Licensed forklift operator, loader, receiver, quality assurance, hazmat trained and certified, licensed Level 3 trainer, Head loader

AWARDS & RECOGNITION

- *Associate of the month, three consecutive times while also receiving multiple awards in exceeding company expectations- WALMART STORES INC.*
- *Associate of the month- Leprino Foods*

Education

- *Forklift trained and certified*
- *Hazmat and Safety trained and certified*
- *Hair Dynamics licensed full Cosmetologist 2015*
- *Weld County High School 2003*

References:

<i>Charlene Deherrera</i>	<i>Vestas, Naceles Brighton CO.</i>	<i>720-339-9255</i>
<i>Dale Wood</i>	<i>Big R Bridges</i>	<i>970-619- 9455</i>
<i>Melyssa Barth</i>	<i>GreatClips</i>	<i>816-598-7166</i>