

Desiree Colleado

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To obtain a career in a professional environment and utilize my skills to benefit your organization.

Authorized to work in the US for any employer

Work Experience

General Laborer/Carpenter

HASELDEN CONSTRUCTION - Aurora, CO

March 2022 to April 2023

Assembler/Tester

Karcher North America - Denver, CO

May 2021 to December 2021

Assemble floor care machines/ pressure washers with work instructions using power tools. Test all machine to make sure all functions work properly.

Machine Operator

Izzio Artisan Bakery - Louisville, CO

March 2020 to May 2021

Load machine with dough and shape dough to meet standard qualifications. Operate the machine. Change over machine, set and adjust all settings. Lead the production team in a respectful manner to complete all task. Complete all paperwork and checklist. Keep area clean and follow all safety rules.

Tri tip trimmer

Cargill - Fort Morgan, CO

September 2019 to March 2020

Trim meat

Wear all PPE

Keep area clean

Sharpen knives

Dispatcher

TLC Central Dispatch - Fort Morgan, CO

April 2019 to September 2019

TLC Central Dispatch works for Schlumberger Wireline (oilfield)

- Answer phones and log all calls into Excel
- Respond to emails in a timely manner
- Add new job into I District
- Call company men to get updates on pending logging job
- Call and notify crews for jobs when final (which mean crews have to go out to those locations to log wells)

Office Assistant

Paradigm Fresh - Fort Morgan, CO

August 2018 to April 2019

- Complete Inventory of product
- Check in trucks
- Answer calls
- Respond to emails in a timely manner
- Invoicing
- Food safety education and logs
- Ship tags for inventory leaving facility, as well as receiving and BOL's. (Bill of Lading)
- Scan and upload documents into required files
- Organize and file appropriately

Dispatch trucks as needed (helped the logistics manager)

Education

High school or equivalent

BRIDGEPORT HIGH SCHOOL - Bridgeport, NE

August 2009 to May 2014

Skills

- TIME MANAGEMENT
- Dispatch
- Trucking
- Logistics
- Customer Service
- Dispatching (1 year)
- Microsoft Word (5 years)
- Excel (2 years)
- Lot Path (1 year)
- Famous (1 year)
- Quickbooks (Less than 1 year)
- Invoicing (Less than 1 year)
- IDistrict (Less than 1 year)
- Food Safety
- Food Preparation
- Assembly
- Cleaning Experience
- Food Production
- Food Handling
- Materials Handling

- Packaging
- Machining
- Manufacturing (1 year)

Additional Information

SKILLS

Communication
Ability to work under pressure
Decision Making
Time Management
Self-Motivation
Leadership
Organized
Teamwork
Creativity
Desire to learn