

# Edith Moreno

## Team Lead for Polish Dept

Waco, TX 76706  
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I want to enhance my ability to help others.

Willing to relocate: Anywhere  
Authorized to work in the US for any employer

### WORK EXPERIENCE

#### **Machine Operator**

AMERITUBE - Hillsboro, TX -

2017-08 - 2017-12

Laid off

#### **Package Handler**

Universal Forest Products Inc - Hillsboro, TX -

2016-09 - 2016-12

Packed trusses at end conveyor ready to be loaded on trucks, managed paper work computer info..

Left because of a far 30 min drive to Hillsboro. In need of something closer around my living area.

#### **Material Handler**

RANCHO GRANDE - Bellmead, TX -

2015-01 - 2016-08

Manage the Cashier, to go orders, assist tables manage the front house.

#### **Team Lead for Polish Dept**

Rosenberger CDS - Plano, TX -

2013-08 - 2015-01

Reason for leaving: laid off

Job duties: Fast paced environment. Prepare and oversee fiber optics cables. Oversee and operate assembly lines. I managed 10 employees.

#### **Sales Associate**

Best Buy - McKinney, TX -

2012-08 - 2013-08

Reason for leaving: Better benefits

Job duties: Cashier, client customer service, return processing, phone technician, and appointment scheduling

Pay rate: \$10.00

### **Stock room team lead**

Nike Factory Store - Hillsboro, TX -

2009-06 - 2012-06

Reason for leaving: Moved out of town

Job duties: Perform shipping and receiving orders, prepare store before operating hours, oversee customer concerns/complaints

Pay rate: \$9.00

### EDUCATION

#### **Customer service**

Hillsboro High School

### SKILLS

bilingual, customer service

### ADDITIONAL INFORMATION

- work very well with others and alone
- speak, read, and write in spanish and english
- fast learner and can adjust to my work environment
- friendly and tolerant