

# Erika Benitez

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## SKILLS AND ABILITIES:

- Bilingual in Spanish and English
- Read, write, and communicate effectively
- Work well with others
- Team player
- Punctual
- Dependable
- Friendly

## OBJECTIVE

To obtain knowledge of the day-to-day work of a business through a part time job, summer internship and/or job shadowing experience.

## WORK EXPERIENCE

### CNC LOGISTICS INC.

November 2018 - June 2019

Lisle, IL

#### Delivery Driver

- Load Van
- Deliver packages
- Mark the condition of packages after delivery

### Speedway

August 2018 - October 2018

Romeoville, IL

#### Cashier

- Cash handling
- Dish Washing
- Preparing food

### First rate staffing

Norwalk, CA

July 2017 - March 2018

#### Returns Clerk

- Process returns
- Sort
- Shipping

### UPS I - PARCEL

Santa Fe Springs, CA

October 2016 - December 2016

#### Receiving Clerk

- Scanned packages
- Corrected Customers addresses
- Measured incoming companies packages

### Ralph's Grocery Market

Malibu, CA

June 2016 - August 2016

**Courtesy Clerk**

- Returned carts from the parking lot
- Bagged groceries for customers
- Helped carry bags for customers

**James Perse Inc.**

Downey, CA

April 2016 - May 2016

**Warehouse Worker**

- Packed products to meet online orders
- Scanned items through coding system
- Weighted merchandise before shipping out
- Picked, folded, and created labels for clothes.

**Los Angeles Superior Court**

Los Angeles, CA

June 2014 - June 2014

**Temporary Intern**

- Filed court documents in numerical order
- Handled front desk
- Provided customer services to walk-ins with court information

**Clean and Green, LA Conservation Corps**

Los Angeles, CA

January 2014 - May 2014

**Youth Labor Worker**

- Concentrated in recycling, planting trees, and renovating the communities
- Gained knowledge towards the environment and communities

**REFERENCES:****Josue Herrarte - Field Supervisor**

Los Angeles Conservation Corps

1400 N. Spring Street

Los Angeles, CA 90012

(213) 494-8618

[JHerrarte@lacorps.org](mailto:JHerrarte@lacorps.org)

**Victor Gutierrez - Career Counselor**

City of Los Angeles Boyle Heights Youthsource Center

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**Cindy Short - Site Director**

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