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# Erin Meraz Lugo

Westminster, CO

erinmeraz@icloud.com

720-209-6546

## Summary

I'm an overachieving and ambitious employee skilled in everything from clerical work to general labor. Adaptable to any job setting, I'm eager to continually improve and grow professionally.

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## Education

### Community College of Denver

CS • Denver, CO

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## Skills

- Adaptability
  - Dependability
  - Advanced Word/Excel user
  - Effective Communicator
  - Excellent Relationship Builder
  - Very Fast Learner
  - Problem Solving
  - Leadership
  - Licensed Notary Public
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## Experience

### Full Circle Electronics

Warehouse/Disassembly • Westminster, CO

07/2023 - Present

Experienced in warehouse operations, including inventory control, product weighing, and product sorting. Committed to maintaining a clean and organized workspace while ensuring compliance with safety protocols and procedures. Proven ability to collaborate effectively within a team environment to meet deadlines and exceed productivity targets. Identify valuable electronic parts or circuit boards. Labor intensive.

### EV Studio, LLC

Administrative Assistant • Denver, CO

12/2022 - 05/2023

Sent, responded, and returned emails, assist customers with any inquiries they may have, performed main receptionist responsibilities, maintained office supplies, monitored and maintained company and personal licenses in many different states, personal assistant to anyone who requires, set up scheduling and lunch meetings, maintained various maintenance contracts, light maintenance work.

### FedEx

Package Handler • Denver, CO

01/2022 - 08/2022

Lifted, carried, and loaded packages weighing up to 80 lbs multiple times per hour, organized packages for efficient loading and unloading, adhered to safety protocols and procedures while handling packages. Used manual and electric pallet jacks.

## **Walmart/Panda Express**

Customer Service Associate • Westminster, CO

09/2019 - 01/2022

Responsible for cleaning accidents, organizational tasks, lifting heavy merchandise weighing 50+ pounds, unloaded trucks using pallet jacks with precision, maintained a clean, professional appearance, and help customer concerns as needed. Cooked high quality meals for customers, unloaded trucks consisting of many 20+ pound boxes, clean and sanitized regularly, Provided outstanding customer service, maintained clean professional appearance, assist others as needed.