

Estrella-Linda Gutierrez

Commerce City, CO 80022
frenchiemom1227@gmail.com
+1 720 675 6386

Are to be able to grow with a company and become part of a team that works well with each other and can rely on when need be. Also to build my working skills and be able to work towards more opportunity within a business.

Authorized to work in the US for any employer

Work Experience

Delivery Driver/Customer Service

A&K Appliances-Denver, CO
August 2020 to Present

Im currently employed with A&K Appliances

1. I gather my route paperwork in the morning.
2. I Route myself.
3. I double check my papwork as well my parts to make sure all is accounted for.
4. I load up my work van.
5. I make my calls to give customers a 3 HR window of time of arrival to deliver parts.
6. The i get on road and start delivery until im done.
7. Head to Dey and Marcone t9 pick up parts for next day delivery.

Camera Car Driver

All-Star Retrievers- Commerce City
May 2020 to July 2020

- Used phone for Google Maps
- Used phone to update the Debtors accounts
- Used DRN, and Tow Book on laptop and phone
- Internet Explorer
- Customer Service

First thing in the morning would have to inspect the car and turn on laptop and hotspot for Wi-Fi, then open up Clear plan to see what zone I would be working in for that day. (Clear plan is a program that entails customers info on where they could be located.) Last, open slack to communicate with tow truck driver. I would investigate looking for the wanted car or vehicle by driving to given location from the bank or finance company. Based off how long the case was open I would have to knock and speak to debtor regarding non payments that are due. Basically eyes and ears for banks.

Delivery Driver

Orilleys Auto Parts- Commerce city
April 2019 to May 2020

- Delivery Auto parts to commercial accounts
- Cashier
- Stocked

Clock in every morning on the computer. Then check inventory for orders that were ready to be sent out, after all deliveries were done I would help put the truck away, stock shelves, or help with customer's up front when asked of needed. To keep busy in between operations I would check to see if there were any on line orders that needed to be pulled and ready for customers.

Data Entry

Walker Component Group-Denver, CO
September 2017 to August 2018

-Denver CO

Warehouse - (Sep 2017- Aug 2018)

- Receive in coming product from UPS or another trucking company,
- Drove forklift for heavy products like spool of wire to put away in correct order
- Inventory
- Data entry

Would come in every morning check the data on the sheets of inventory and count to make sure all the information was correct. If the information did not match what was counted I would have to correct the information in the hand held scanner then send it up to the office so they can fix it in the system. Last I would go put everything away in FIFO order. Always keeping back area cleaned and cleared for safety purposes.

Staffing agencies- Thornton, Brighton-Denver, CO
2015 to 2017

Inventory Specialist

Lowe's Distribution Center-Henderson, CO
2015 to 2015

Hammonds

Candy factory (Denver), Warehouse in centennial wrapping boxing on pallets for wine, Walker component group in Receiving.

Colorado Rail Solutions- Henderson, CO

Inventory Specialist control (2015-2015)

- Data entry
- Scanned 2,000 and something cars Mon-Fri
- Looked for missing cars that came off rail cars
- Printed out tags for the truckers

Would print out tags for scanned cars that came off rail cars. Some time reprint out tags for the drivers because they were missing on the cars. After unloaded from rail cars and park in the correct parking spot, would have to check off all vehicles that were present at the time and if something was missing I would then have to go search for missing vehicles. Was capable to work in all different types of weather conditions as well.

Delivery Driver

Advance Auto Parts- Thornton, CO
February 2014 to February 2014

Feb 2014)

- Deliver parts to commercial Accounts
- Hub Runs. Local routes

Delivery auto parts to commercial account and Ran Hub side to local stores in the area.

Exclusive Agent

All state Insurance-Brooklyn, NY
2013 to 2013

2013)

- Open up office
- Answer phones
- Build clients accounts
- File, Fax
- Take payments over phone or in person
- In-bound, making out bound calls
- Scanning documents
- Emailing
- Helping owner make sure he gets his messages to call back clients
- Making copies

Would open up office and get ready for the day, answer phones and answer any questions the customer may have, update accounts as in add a policy or take off, take payments and post to accounts.

House Keeping

Perfection-Norfolk, VA
2013 to 2013

2013

Used personal vehicle to go clean client's house

Delivery, Customer Service

Continental Cleaners-Thornton, CO
2012 to 2012

2012)

Would do the dry cleaning run machines, would go pick up and drop off laundry to hotels And PD stations, helped at front counter.

Customer Service

IBM-Boulder, CO
2011 to 2012

Assist customers to locate forms
Provide exceptional customer service

Dish Network-Thornton, CO
February 2009 to August 2009

- Take inbound calls
- Trouble shoot
- Take payments and apply to account
- Process paper view

Help customer with any questions they may have regarding there account such as:

- Payment
- Paper view
- Changing plans
- Trouble shoot

- And about advertised promotions

Child Care- Commerce City, CO

Child Care Provider (2007-2009)

- Maintain safe environment
- Took child to doctors appointments
- Assist to all care of child in any situation

Made sure child was taken care of by, taking child to doctors and relaying information to parent or guardian. If needed I would go to the grocery store and stock up on groceries and necessities for the child care.

Education

High school diploma in General

Lester R Arnold High School - Commerce City, CO

September 2005 to May 2007

Skills

- Driving
- Delivery Driver Experience
- Laundry
- Microsoft Outlook, Microsoft word, ect