

Eva Manzanares

Thornton, CO 80233

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To obtain a position in a company that will be able to utilize my strong organized but creative problem solving skills, educational background, and my ability to work well with others. I want to secure this position in a well-established organization with a stable environment that will lead to a long lasting relationship.

WORK EXPERIENCE

Warehouse Associate

Frito-Lay - Denver, CO -

2016-11 - Present

This labor-intensive position is responsible for loading transport, bulk, and route trucks. Each type of loading requires strict attention to order accuracy with respect to loading outgoing trucks and unloading incoming trucks. Works from order sheets to build loads using a forklift and/or electronic pallet jack. Position is responsible for accuracy in loading and complying with shipper/receiver documentation. Follows warehouse instructions in building loads. Maintains a clean and safe work environment. Position may be required to work across a wide variety of weather conditions.

Clerk

I - SAIC - Broomfield, CO -

2014 - Present

80211 - 303.465.7800

As a Clerk 1 representative I responded to high-volume inbound telephone calls and requests for medical advice from military personnel and their families. Responsibilities included verifying medical eligibility for patients, schedule doctor's appointments and typed detailed notes completed into computer database.

Order Selector

AmerisourceBergen - Denver, CO -

2015-05 - 2016-10

Under general supervision we were responsible for performing a variety of warehouse-related duties, primarily, receiving and storage of goods, preparing orders for shipment by picking items from shelves, and ensuring that orders are filled accurately and efficiently while continually striving for improved customer satisfaction

Assembler - Terumo BCT

Terumo BCT - Lakewood, CO -

2011 - 2012

80215 - 303.232.6800

As an assembler I was responsible for performing all assembly and documentation activities. Tasks include learning and performing procedures and associated documentation to assemble, bond, or weld components or subassemblies together in accordance with assembly drawings and written or verbal procedures.

Technical Service Representative

DirecTV - Englewood, CO -

2010 - 2011

80112 - 303.395.6000

As a technical customer service representative I received in bound telephone calls for technical issues with service/equipment. Duties included troubleshooting a variety of technical issues, from signal loss to remote control issues.

Loyalty Customer Service Representative

Dish Network - Thornton, CO -

2009 - 2010

80214 - 303.223.1882

Loyalty care specialists are responsible for assisting customers on a wide range of topics including payments and billing, product features, and technical support. Representatives are dedicated to resolving customers' inquiries accurately and efficiently, which ensures customers are satisfied with the products and services they have chosen.

EDUCATION

Metropolitan State College of Denver - Denver, CO

2008 - 2010

High School Diploma

Horizon High School - Thornton, CO

2004 - 2008