

EVELIN RUIZ

Kankakee, IL 60901

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8155733198

Authorized to work in the US for any employer

Work Experience

Waitress/Cashier

Family Business-Chicago, IL

July 2016 to Present

Attend customers with menus be curtesy friendly serve, cashier handle cash, credit debits, clean tables sweep, mop

Warehouse Associate

amazon warehouse-Monee, IL

October 2018 to April 2019

Packing making sure of packing the right merchandise labeling, and ready to be shipped. Making sure to clean surroundings for safety reasons.

- Maintained a safe working environment
- Picked, packed, and shipped items
- Inspected and crated merchandise
- Inspected equipment

Receptionist

Bradley Dental-Bradley, IL

February 2017 to September 2018

Make appointments as confirming appointments, help patients with any situations they need, call insurance for eligibility.

- Answered incoming calls, took messages and directed visitors
- Confirming appointments, making appointments
- Update information

Wal-Mart Associate

Walmart-Walmart

March 2014 to May 2016

Stocker at night in another facility other Walmart, then moved daytime as cashier assist customers with any needs, clean are area as organized.

- Ensured a positive customer experience
- Processed payments, including sales and refunds
- Accurately and efficiently organized merchandise on sales floor

Sears Warehouse Associate

Sears Holdings Corporation-Manteno, IL

March 2003 to January 2010

Packing order filling, shipping and receiving
RF scanners driving cherry-pick, forklift

- Took orders and packed items for customer deliveries
- Operated dolly and pallet jack
- Loaded and unloaded merchandise
- Organized materials
- Manually inspected items
- Processed delivery reports and inventory
- Followed loss prevention procedures

Education

GED in General Studies

Kelly High School - Chicago, IL

February 2005 to February 2005

Skills

- Customer Service (10+ years)
- Front Desk (8 years)
- Project Scheduling (6 years)
- Data Entry (10+ years)
- Serving Experience (10+ years)
- Shipping & Receiving (10+ years)
- Warehouse Experience (10+ years)
- Order Picking (10+ years)
- Packaging (10+ years)
- RF Scanner (10+ years)
- Basic Computer Skills (10+ years)
- Order Picker (10+ years)
- Pallet Jack (10+ years)
- Materials Handling (10+ years)
- Remodeling (6 years)
- Merchandising (10+ years)
- Leadership
- Time management