

Gwendolyn Pastrana

Fort Collins, CO

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Authorized to work in the US for any employer

WORK EXPERIENCE

Make Ready

Real Estate Personnel, Inc - 2017-04 - 2017-06

Cleaned clubhouse, common areas, offices, model apartment, plus empty units cleaning ceiling fan, bathrooms, kitchens, inside and outside all cabinets

Courier

The Feet - 2015-08 - 2017-01

Trained and experienced in proper handling and transportation of lab specimens, pharmaceuticals, patient records, and medical supplies. On scheduled route with on time demands, maintaining accurate records. Order retrieval tracking and completion via cell phone. Safe driver in all weather conditions.

General Laborer

Labor Ready Temp Agency - 2015-05 - 2015-08

Remodeled a Walmart store in Lafayette, Colorado. Stocked products and merchandise with pallet jacks, set items in modular sections according to company blueprints and requirements. Assisted customers with locating store products. Built showcase furniture using general hand tools. Cleaned and organized product inventory.

EDUCATION

General Equivalency Diploma

University Testing Center

2000-06

ADDITIONAL INFORMATION

Experience and Skills:

Ability to multi-task in fast paced environments, where safety and accuracy are crucial. Quick learner with great customer service skills with a good attitude. Mature, responsible dependable and professional. Detail oriented, and able to follow instruction to work independently or as a team member with minimal supervision. Basic computer knowledge, able to read maps and drive safely.