11300 Dover ST, Firestone, CO 80504 • 720-277-7494 • vickieh86@outlook.com

Vickie Her

Summary of Skills

- Fast learner
- Works well with others
- Self motivated
- Team player
- Knowledge of basic office machines
- Knowledge of Microsoft Office
- Speaks Hmong and English

Experience

12/2011 to Current | Terumo BCT | Lakewood, CO

Assembler

- Work in clean room bond tubing for medical devices
- Assemble medical kits that include blood bags, water transfusion bags, and other various medical items
- Certified in all 3 lines of Trima and off-line products

11/2010 to 12/2011 | Vertical Solutions, Inc. | Louisville, CO

Loader

- Load probes onto bars for etching
- Cleaned etched probes
- Completed other projects that were given by upper management

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07/2005 to 10/2010 | TransFirst | Louisville, CO

Technical Support Representative 2

- Troubleshoot credit card machines to make sure all software are functioning correctly
- Used basic office machines, filed papers, took 60+ calls a day
- Used Microsoft Office and other various software such as Helptrak, Apptrak, Transaction Central, Epay, and Synelate
- Research issues and worked with other departments to determine what happened
- Completed other projects that were given by upper management

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09/2002 to 02/2003 | Winfrey Architectural Concrete, Inc. | Erie, CO

Administrative Assistant

- Completed estimation for molds built for customers via Microsoft Excel and Microsoft Access
- Faxed invoices and used basic office machines
- Inbound and outbound calls on multiple lines

Education

2005 | Continental Academy | Miramar, FL

High School Diploma