

Iram Escarcega

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Work Experience

Machine Operator/ Route Coordinator

Meadow Gold Dairy - Englewood, CO

January 2020 to Present

- Assisted higher management with routing the trucks to their destinations in order to receive products in a timely manner, via communication through computer messaging and personal cell phone.
- Packaged and organized products into the delivery trucks.
- Tracked down our products needs and supplies through Microsoft Excel.
- Helped train new hires primarily those who only spoke Spanish to ensure they understood and learned new skills and job duties correctly.

Forklift Operator/Front Office Receptionist

AmerisourceBergen - Denver, CO

January 2018 to January 2020

- Packed medication and supplies into boxes in a safe manner to ensure that no products would be damaged when being delivered.
- Assisted in the front of the office to answer calls and leave any messages for higher management.

Member Service Attendant

Sam's Club - Aurora, CO

June 2017 to January 2018

- Helped customers initiate their memberships through Sam's or encouraged to apply for a credit card.
- Assisted members with any questions or concerns where we would find a solution to meet their needs.
- Handled cash responsibilities and made sure all tills and deposits were correct.

Education

High School Diploma

Overland High School

January 2013 to December 2017

Skills

- Customer Service
- Computer Proficiency
- Bilingual (English & Spanish)

- Forklift Experience
- Time management
- Communication Skills