

JULIA GUTIERREZ

Henderson, CO 80640

jbloyagutierrez77@gmail.com

+1 720 523 7463

The ability to perform various accounting clerical tasks such as filing, typing, verifying mathematical accuracy, balancing, etc. I feel the position of Inspection desk inquiry will be a great fit as I have management experience in retail sales which falls in line with sales numbers and quotas come in to play.

Work Experience

Oreilly auto parts

O'Reilly Auto Parts - Denver, CO

May 2020 to October 2022

Worked as a parts puller for the distribution hub. And also staging parts for delivery drivers for local Automotive businesses as well as commercial accounts.

Traffic Control Dispatcher

Q3/PSC.

November 2018 to November 2019

Built schedule for all Traffic Control Supervisors, Microsoft Office proficient: Excel, Word, Power Point, etc. Translated for Spanish speaking customers and employees.

District Manager

Mile high mobile-cricket wireless

June 2010 to May 2016

Store manager equipped with extensive experience in retail management and sales. Employs excellent leadership skills and multitasking strengths who is driven an a skilled manager who is skilled in creative solutions to customer complaints and crisis management .Bilingual in Spanish, dependable and reliable.

Education

ASSOCIATES DEGREE in BUSINESS MANAGEMENT

KAPLAN UNIVERSITY

November 2015

DIPLOMA

BRIGHTON HIGH SCHOOL

June 1996

Skills

- Self Motivated
- Team, Detail oriented
- Outstanding Communication Skills
- Bilingual in Spanish
- Microsoft office proficient
- Warehouse experience
- Warehouse distribution
- Delivery driver experience
- Communication skills
- Heavy lifting
- Customer service