

Jacqueline Perez

Brighton, CO 80601
qjaxx3@gmail.com
720-385-6057

Talented Warehouse Clerk with 20+ years of experience prioritizing daily tasks while performing warehouse duties with accuracy. Accomplished in taking great care to load and unload trucks, with correct product & invoices and receive inbound shipments. Proactive in preparing space in the warehouse for safety and organization.

#readytowork

Authorized to work in the US for any employer

Work Experience

Warehouse Clerk

DPI Specialty Foods - Henderson, CO
April 2019 to February 2020

Monitored work areas for cleanliness and obstacles, moving cartons and boxes to keep all aisles free of clutter for ease of movement. I also was getting orders ready in a timely matter for selection team maintaining shorts, Also invoicing routes when all orders where filled, also trained new clerks as they came in

Warehouse Clerk /Customer Service Representative

QCD Rocky Mnt - Aurora, CO
December 2008 to September 2018

Tracked inventory, conducted cycle counts and audits and resolved issues to maintain accurate records. Also maintaining labels for selection team, also checked inventory for product to be in stock to fill orders, invoices for drives & Routes, audits reports for customers,

Education

High School Diploma

Abraham Lincoln High School - Denver, CO
June 1991

Skills

- Team collaboration
Workplace organization
Materials transport

- Prioritization

Sending shipments

Receiving orders

- Warehouse Experience
- Shipping & Receiving
- Pallet Jack
- Forklift
- Packaging
- Logistics
- RF Scanner
- Load & Unload

Additional Information

I was Certified years ago on the forklift may need up-to-date training and certification