

Jasmine Hernandez

Administrative Assistant

Fort Collins, CO
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Authorized to work in the US for any employer

WORK EXPERIENCE

Warehouse Associate

Cardinal Health - Denver, CO - 2017-02 - Present

Human Resources Assistant

Air Serv Corporation - Denver, CO - 2016-05 - Present

Successfully develop and implement recruiting strategies for field operations in order to ensure required staffing level. Screen resumes, applications, drug screening, review paperwork and interview applicants. Ensure compliance with all federal, state and local regulations. Conduct new hire orientation sessions to ensure all employees fully understand their responsibilities and policies. Maintains effective communication and working relationships with customers, co-workers, shift coordinators, supervisors and managers. De-escalates disgruntled applicants appropriately to ensure a safe work environment for other applicants and workers.

Mail Handler

Novitex - Lone Tree, CO - 2016-11 - 2016-12

Receiving Specialist

Shopko - Canadian, TX - 2015-08 - 2016-05

Handle all Shopko vendor transactions originating in the inbound and outbound area. Enter all incoming merchandise into an inventory system. Issue vendor credits and handle UPS deliveries. Responsible for all paper work and computer system reporting for the receiving area. Process all defective merchandise. Kept the receiving room clean and maintained neat, orderly product displays. Unloaded trucks, stocked shelves and carried merchandise out on the floor.

Key Holder/Lead Sales Associate

Dollar General - Canadian, TX - 2015-02 - 2015-08

Greet and assist customers in the store. Follow company work processes to receive, open and unpack totes. Stock merchandise and build merchandise displays. Operate cash register to itemize and total customer's purchases. Collect payment from customers and make exact change. Maintain the cleanliness of the store and keep a safe walk way for customers. Open and close the store under specific direction of the manager.

Sales Associate

K- Mart - Denver, CO - 2014-03 - 2015-02

Maintained good quality customer service at all times. Ensured proper merchandise presentation is maintained in accordance with company standards. Kept an accurate cash register at all times. Additional tasks and responsibilities assigned by store management to assist in specialized areas of store including, Cash Office, Front End, Fitting Room, Stock Room, Fine Jewelry or Customer Service. Stocked items on shelf in a neat and timely manner. Earned the lead layaway associate. Organized and cleaned areas for customers. Made direct sales on K-Mart Rewards Cards and Sears Credit Cards.

EDUCATION

General Education Diploma

Taft College - Taft, CA

2013

ADDITIONAL INFORMATION

- Excellent written and verbal customer service skills
- Advanced typing speed and accuracy
- Great problem solver by using de-escalation techniques
- Able to effectively interact and negotiate with other work units at all organizational levels
- Excellent computer literacy on all Microsoft Office applications
- Able to multi-task with while effectively assisting customers
- Strong interpersonal skills