

# Jessica Jaramillo

## Shipping receiving clerk II

Longmont, CO 80503

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## Professional Summary

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Skilled Shipping/Receiving Clerk with 4 years of experience in warehouse operations, including receiving and inspecting shipments, preparing shipping documents, and collaborating with cross-functional teams. Proficient in forklift operation and pallet jack use. Possess administrative experience, including scheduling appointments, managing calendars, and coordinating meetings. Certified in CPR and have a background in early childhood education. Proficient in Microsoft Office and Adobe Creative Suite.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### Warehouse Shipping/Receiving Clerk II

Medtronic-Gunbarrel, CO

February 2020 to August 2024

- Received and inspected incoming shipments, verifying accuracy of contents and documenting any discrepancies
- Operated forklifts and pallet jacks to safely load and unload materials from trucks or storage areas
- Prepared shipping documents, including bills of lading, packing slips, and labels, to ensure accurate tracking of outgoing shipments
- Collaborated with cross-functional teams such as purchasing, production planning, and customer service departments to coordinate order fulfillment activities effectively
- Demonstrated strong problem-solving skills when addressing shipment delays/discrepancies, resulting in minimal impact on customer satisfaction levels
- Prioritized urgent orders effectively during peak periods to meet tight deadlines while ensuring minimal disruption to regular workflow

### Administrative Assistant/Assistant Teacher

Gateway Montessori School-Longmont, CO

April 2021 to August 2022

- Provided administrative support to office staff, including scheduling appointments, managing calendars, and coordinating meetings
- Managed incoming and outgoing correspondence, including emails, letters, and packages
- Handled office supply inventory management by monitoring stock levels and placing orders when necessary
- Greeted visitors warmly and ensured a positive first impression of the company
- Supported IT department in troubleshooting basic technical issues faced by employees within the organization
- Assisted in coordinating employee recognition programs fostering a positive work environment

## **Medical Device Assembler**

Aroetek-Gunbarrel, CO

March 2018 to February 2020

- Assembled medical devices according to detailed specifications and quality standards
- Collaborated with cross-functional teams including engineers, technicians, and quality control personnel to troubleshoot issues and improve assembly processes
- Assisted in the setup and calibration of manufacturing equipment for efficient production operations
- Trained new employees on proper assembly techniques and quality standards
- Worked efficiently under tight deadlines and production targets without compromising quality
- Demonstrated strong teamwork skills by actively participating in cross-functional meetings and problem-solving sessions

## **Lead Teacher**

The Cottage School-Longmont, CO

March 2016 to March 2018

- Developed and implemented engaging lesson plans that catered to the diverse learning needs of students
- Utilized various teaching strategies, such as differentiated instruction and project-based learning, to enhance student engagement and comprehension
- Collaborated with colleagues to develop curriculum materials aligned with state standards and school objectives
- Created a positive rapport with students by establishing clear expectations, fostering open communication, and demonstrating empathy towards their individual needs
- Implemented individualized education plans (IEPs) for students with special needs or learning disabilities, collaborating closely with support staff and parents/guardians
- Cultivated strong relationships with parents/guardians through regular communication about student progress
- Organized extracurricular activities (e.g., clubs, field trips) that enriched the overall educational experience of students

## **Lead teacher**

Primrose-Longmont, CO

2014 to 2017

- Developed and implemented age-appropriate curriculum for toddlers, focusing on social, emotional, cognitive, and physical development
- Created a safe and nurturing environment for toddlers by implementing appropriate behavior management techniques
- Monitored individual child's progress and provided feedback to parents regarding milestones achieved
- Maintained accurate records of each child's attendance, developmental milestones, assessments, and incidents
- Participated in professional development opportunities to stay updated on best practices in early childhood education
- Established positive relationships with parents through regular communication and parent-teacher conferences to discuss child's progress

## **Preschool teacher**

Wonder Kids-Longmont, CO

2012 to 2014

- Helping to create fun and new centers for the classroom
- Creating new themes, projects, and activities to increase the learning experience for every child in a fun and new way

- Maintained ongoing communication with parents regarding children's activities, behavior, and development, and responded to all parents concerns as they arise
- Organized events and helped set-up fundraisers
- Modeling and encouraging students to utilize appropriate health and safety practices
- Developed and implemented age-appropriate lesson plans for preschool students, fostering their cognitive, social, and emotional development
- Conducted parent-teacher conferences to discuss individual student performance and development goals
- Facilitated hands-on science experiments that sparked curiosity about the natural world among young learners
- Participated in professional development opportunities such as workshops, conferences, or courses to stay updated on best practices in early childhood education
- Incorporated art activities into the curriculum to foster creativity and self-expression among students

### **Assistant preschool teacher/Infant teacher**

YWCA-Boulder, CO

2010 to 2012

- Creating and following through with both daily and weekly lesson plans
- Keeping up to date with state regulation and procedures
- Writing daily reports for parents and fellow teachers
- Always maintaining a happy safe work environment both indoors and out
- Organizing the classroom to correspond with the themes
- Working side by side with other teachers to ensure the best care for the child

### **Pastry chef**

FAA-Longmont, CO

January 2010 to July 2011

- Working in a fast paced environment
- Utilizing and managing time while working alone
- Creating new and fun delightful desserts and treats for clients
- Always willing to learn new techniques
- Organizing while keeping a safe and sanitary workstation
- Obtained federal security clearance

### **Logistics Specialist**

Target-Sacramento, CA

March 2004 to January 2010

Target has accomplished to becoming a preferred shopping destination in all channels by delivering outstanding values, continuous innovation and exceptional guest experiences by consistently fulfilling their Expect More Pay Less expectation.

- \* Worked closely with the logistics team
- \* Over seeing small groups of team members
- \* Introducing new products and signage to the public
- \* Creating fun and innovative displays for new merchandise
- \* Keeping up with a high demand stockroom and
- \* Entered shipments and orders into computer database

### **Photo Specialist/Photo Assistant Manager**

Wal-Mart-Roseville, CA

2002 to 2004

Wal-Mart helps people around the world save money and lives better through retail stores and online. While I was part of the Wal-Mart family they topped the Fortune 500 ranking of America's largest companies. Wal-Mart took a leading role in disaster relief, contributing \$18 million and 2,450 truckloads of supplies to victims of hurricanes Katrina and Rita.

- \* Always willing to go the extra feet for the company and or customer
- \* Managing a small team of employees
- \* Over seeing quality control during ordering
- \* Ensuring all products were received correctly and accordingly
- \* Creating interpersonal relationships with customers

## Education

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### **Online course in Medical Billing & Coding**

Stride (Sped) - Remote  
2023 to 2024

### **Certified in CPR**

American heart association - Remote  
2023 to 2024

### **Associate's degree in Early childhood education/ Business**

Front Range Community College - Longmont, CO  
2010 to 2015

### **Associate's degree in Early childhood education**

American River College - Sacramento, CA  
2008 to 2009

### **High School Diploma**

John F. Kennedy High School - Fremont, CA  
1997 to 2001

## Skills

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- TIME MANAGEMENT
- ORDERING (3 years)
- NETWORKING
- MERCHANDISING
- DATA ENTRY
- Typing
- Office experience
- Customer service
- Computer skills
- Typing
- Computer literacy
- Front desk

- Organizational skills
- Time management
- Data entry
- Phone etiquette
- Administrative experience
- Clerical experience
- Word processing
- Multi-line phone systems
- Filing
- Medical terminology
- Documentation review
- Cash handling
- Communication skills
- Aloha POS
- Baking
- Sales
- Stocking
- Basic math
- Cash register
- Merchandising
- Shipping & receiving
- English
- Microsoft Excel
- Sales management
- B2B sales
- Outside sales
- Inside sales
- ICD-10
- Curriculum Development
- Fundraising
- Order Entry
- Presentation Skills
- Adobe Creative Suite

## Certifications and Licenses

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### **Forklift Certification**

### **Driver's License**

### **Medical Coding Certification**

**Pallet Jack Certification**

**First Aid Certification**

**CPR Certification**

**Food Handler Certification**

Additional Information

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Skills and Expertise

Research, Teamwork, Time management, Leadership, Lesson planning, Curriculum development, Team building, Public speaking, Photography, Sales, Telephone, Merchandising, Networking, Ordering, Customer relations, Social skills, Creative writing, Data entry, Excel, Microsoft word, Power Point, Adobe Programs, Windows, Office, Social Medias, and E-mail