

Jessica Lares  
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#### PROFESSIONAL SUMMARY

OBJECTIVE: To obtain a full-time position to demonstrate my customer service and communication strengths, as well as my enthusiasm to learn new and different skills.

#### SKILL HIGHLIGHTS

- Computer skills  
Microsoft Word  
Microsoft Excel  
Microsoft PowerPoint
- Strong Communication Skills  
Bilingual - English and Spanish
- Cash handling experience
- Highly Organized
- Detailed Orientated
- Sales Experience
- Customer Service
- Enthusiastic Team Leader

August/2016 to September/2020 Production Manager/Lead  
Colorado Timberline Denver, CO

Planning/organizing production orders  
Perform artwork onto the item and pressing it  
Ordering material  
Making sure the production team is motivated and hitting the efficiency  
Keep track of inventory products  
Quality controlled product before shipping  
Packing/Shipping packages  
Making sure there was enough production staff on duty

December/2020 - March/2023 Scale house/ Admin  
Waste Management Recycle Denver, Co

Checking in/out all trucks  
Inputting information on logs  
Reports  
Filing paperwork  
Weighing all vehicles in/out  
Emails  
Collecting/ verifying data  
To attend truck scales determining volumes and weight of loads  
Accounting records  
Maintain, monitor and keep work area clean

March/2023 - September/2024 Receiver/Clerk  
Capstone Denver, Co

Checking in drivers  
Responsible for unloading deliveries  
Scheduling  
Billing out lumpers  
Monitoring incoming shipments  
Auditing and tracking damages of loads  
Filing paperwork of the day  
Managing incoming and outgoing call

## EDUCATION AND TRAINING

Laser certified  
Operating machine  
Denver, Co

Bendi, Forklift  
Denver, Co

Shipping/Receiving/labeling

## References

Jorge Basulto 720-800-8081  
Hr manager

Kaylan Orneales 303-621-9803

Karla Medrano 720-203-2020