

# Jessica Lopez

3341 West 134<sup>th</sup> Avenue, Broomfield, CO 80020  
J15512000@Gmail.com • (720) 518.3421

## Work Experience

### **Metalcraft Industries: September 2020-December 2022 CNC Machinist**

- Read blueprints
- Setup machine and tool changing
- Deburr parts to exact measurements
- Run machine with appropriate program
- Checking parts 100% with appropriate tools

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### **Amazon- Thornton: January 2020-September 2020 Picker. Packer**

### **Allen Co. - Broomfield: October 7, 2013 - 2018**

#### ***Shipping Packer***

- Organize warehouse shipping out orders
- Operate forklift safely to load and unload trucks
- Pack correct merchandise for appropriate clients
- Answer phone calls as needed

### **Student Academic Services Center - CU-Boulder: May 2008 - July 2008**

#### ***Front Desk Reception/Clerical***

- Answered incoming office calls and routed appropriately

- Provided referential customer service
- Proctored and supervised skill placement assessments
- Facilitated SASC operations and task execution

## **Skills**

- **Computer:** Microsoft Office, basic HTML
- **Language:** *Fluent* Spanish with experience in translating