

# Jessica Lopez

Henderson, CO 80640

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## Work Experience

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### **Production and Packaging**

Kitchen coop - Westminster, CO

January 2022 to January 2024

Run the production line, I knew all the ingredients. I would do the baking of the egg bites as well since I know how to run the production line I started training new co workers. I would also know how to do everything for packaging then started training for that as well.

### **Receptionist**

Granite - Brighton, CO

January 2021 to December 2022

I make schedules for workers, invoices & estimates for clients. Reply to home advisor, update company's website.

### **Receptionist**

INTOWN SUITES - Westminster, CO

April 2020 to January 2021

I would greet people, check them in and out of hotel, and make housekeepers schedule.

## Education

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### **High school diploma**

Lester R Arnold High School - Colorado

August 2014 to December 2018

## Skills

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- Front desk
- Food production
- Receptionist
- Scanner
- Packaging
- Communication skills
- Front desk
- Customer service
- Computer skills

- Basic math
- Management
- Food processing
- Math
- Baking
- Supervising experience
- Leadership
- Food Preparation
- Food Safety
- Spanish
- English
- Cleaning Experience
- Kitchen Experience
- Quality Assurance
- Organizational skills
- Office experience
- Phone etiquette
- Data entry
- Bilingual
- Warehouse experience

## Languages

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- Spanish - Expert
- English - Expert

## Additional Information

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I am 23 years old i am looking for a production or packaging job I have lots of experience in that, and enjoy it.