

Juliana Espinosa Escamilla

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Skills

Bilingual in Spanish and English. Good math skills. Ability to navigate multiple computer systems, applications and utilize search tools to find information. Good verbal, written and interpersonal communication. High attention to detail and accuracy. Self-motivated, adaptable and organized with a great work ethic. Ability to push, pull and bend products up to 30lbs. Capable to used pallet jacks, electric pallet jacks, and push carts.

Experience

Illume Candle / Order Picker/ Packer

JANUARY 2018 - MAY 2018, MINNEAPOLIS, MN

Accurately pick products by matching series of numbers. Used scan gun (RF scanners) to pull the product from the shelves. Train new pickers. Palletized and hand wrap finished product order. Determine shipping method for materials, using knowledge of shipping procedures, routes, and rates. Print order picking tickets and also print labels.

Illume Candle /Line Lead

SEPTEMBER 2017 - JANUARY 2018, MINNEAPOLIS, MN

Train new employees in different areas of production. Maintain a clean and safe environment for everyone. Communicate with the supervisor and file out proper paperwork for finished production. Organized workers in their area and make sure the work was done in a timely manner.

Illume Candle /Inventory / Shipping and Receiving

JULY 2017- SEPTEMBER 2017, MINNEAPOLIS, MN

Utilized scan gun to create pallet tags and ensure for product codes and quantity accuracy . Managed inventory coming in and out of the facility. Pulling and staging product from warehouse. Prepare bill of landing documents, communicating with carrier to make arrangements or shipping instructions. Record shipment data, such as weight, charges, space availability, and damages.

Illume Candle /Production Worker

MAY 2017 - JULY 2017, MINNEAPOLIS, MN

Grab product from the production line and place it in a defined stacking pattern onto a pallet. Follow all safety procedures including the safe operation of equipment and help to maintain a safe, clean work environment.

Wells Fargo Document Imaging / Reviewer

NOVEMBER 2016 - MAY 2017, MINNEAPOLIS, MN

Review Notes, Mortgage, Assignments of Deed for accuracy information. Filed the correct changes comparing it to document in the computer system. Place documents in correct bins and matching folder. Entry new information if needed. Filled appropriate forms to make change to the documents and send it to the right department.

Wells Fargo Document Imaging / Loan Processor II

JUNE 2016 - NOVEMBER 2016, EAGAN, MN

Scan documents, typed loan numbers, documents codes. Create new codes for related documents. Trained employees in new process and teach them about the new documents. Create correct manifest to files. Prepare files with correct documentation to be sent to attorneys using FedEx or UPS.

Wells Fargo Document Imaging / Operations Clerk

JANUARY 2016 - JUNE 2016, EAGAN, MN

Scan documents such as Mortgages, Note, Assignment of Deed, Title Policy, Power of Attorney. Typed in number loans and codes for mentioned documents. Compared paper document with the website information, made changes if something was incorrect.

Life Fountain Home Health Care / Personal Assistant Care

JANUARY 2015 - JANUARY 2016, ST. PAUL, MN

Provide residents assistance with activities of daily living, including self-care, mobility and eating. Worked directly with clients on in home assistance. Manage various administrative tasks, including completing paperwork and file documents. Provide care and support to residents, attending to clients needs and ensuring their safety.

Education

Humboldt High School / High School Diploma

SEPTEMBER 2011 - JUNE 2015, ST. PAUL, MN
GPA: 4.0

Normandale Community College

JANUARY 2017 - SEPTEMBER 2018, BLOOMINGTON

Awards

Named 5 times consecutive of employee of the month for Wells Fargo.