

Kara Aguilar

Assistant Administrator

Johnstown, CO 80534

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Administrative Organization Team Player Customer Service
Communication Detail Oriented Warehouse Duties Shipping & Receiving
Production Coordinating Office Skills Work Independently

WORK EXPERIENCE

Assistant Administrator

Aurora Organic Dairy Corporation - Platteville, CO - 2014 - 2016

- Coordinate up to 350 appointments per week
- Communicate via email and telephonically with management, co-workers, customers, brokers and dispatch for drivers
- File, create and organize documents, customer orders, forms, records and receipts
- Answer phones, scan documents, make copies and sort mail
- Team player that supports management, drivers, forklift operators, customers and co-workers
- Access Savannah computer program to pull allocated orders from warehouse
- Provide timely, accurate, reliable and courteous customer service
- Direct forklift operators to complete pulled orders
- Communicate with over the road drivers regarding appointments, pick-up and delivery
- Developed department policies and standard operating procedures
- Production experience to include machine operator, forklift operator and scan gun
- Proactive team member
- Proficient in DSI, Savannah and Westphalia programs
- Proficient in Microsoft Suite

EDUCATION

High School Diploma in General Education

McLoud High School - McLoud, OK

SKILLS

Assistant administration, Forklift Operator

CERTIFICATIONS/LICENSES

Forklift Certified

ADDITIONAL INFORMATION

Updated contact information via phone 970-691-4502