

# Kaylin Vue

Johnstown, CO

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303.720.5168

Obtain a challenging career in Data Entry/Customer Service where my excellent problem skills with implement leadership, problem solving, and product based knowledge will be used to gain new customers and retain existing ones. Proficient with entire Microsoft Office skills, and productive working in both a team environment as well as independently.

Authorized to work in the US for any employer

## Work Experience

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### **Shipping and Receiving Clerk**

SNAPTRON

August 2020 to Present

- Receiving, documenting with accuracy, and organizing incoming products.
- Monitoring accessory item inventory and relaying inventory issues to management.
- Maintaining stock item min/max levels and advising management of stock level concerns and/or needs.
- Assisting to reconcile inventory related issues as needed and performing random and scheduled audits and counts on inventory items.
- Tracking cycle count adjustments to identify trends and working collaboratively with other teams/ departments to determine best practices for continuous improvement.
- Maintaining a safe, organized, and clean workspace/inventory site.
- Performing project work and other tasks as directed by management.

### **Packer**

Amazon - Thornton, CO

October 2018 to June 2020

- \* Managed pick ticket orders by pulling warehouse items from the shelves based on number, size, color quantity, and quality requirements.
- \* Assembled boxes, labels, seals, and shrink wrap pallets for shipment.
- \* Ensures that orders are accurate and operates equipment with safety regulations followed.
- \* Execute production duties such as manual lifting, packaging, taping, labeling, and sorting.
- \* Record product and order information on specified forms and records.

### **Volunteer**

Half-time Sports Bar - Commerce City, CO

July 2015 to October 2018

Bartender/Waitress

- \* Prepped mixed drinks according to projected business.
- \* Provided exceptional, friendly, and fast service.
- \* Cleaned premises as necessary.
- \* Handles food and drink preparations when required.

## **Packer/Shipping**

Savory Spice Shop - Denver, CO

June 2016 to December 2016

- \* Maintained accurate quantity of labels and product for production line.
- \* Attached stickers, packed boxes, cleaned and checked product for quality assurance.
- \* Packed products into boxes in a warehouse setting and confirmed shipping addresses.
- \* Verified all orders and ensured all product meets customers specifications
- \* Responsible for shipping product as scheduled and used FedEx, USPS and UPS software on a daily basis to generate shipping labels to complete orders.
- \* Loaded products, parts and merchandise into designated packages that meet product dimensions.

## **Receptionist/Accountant**

Rocky Mountain Sports/SP Tennis - Louisville, CO

January 2015 to March 2015

- \* Fulfilled all receptionist responsibilities including, but not limited to retrieving and sorting mail, receiving inbound calls, coordinating package shipments as well as handling some packaging.
- \* Processed and finalized incoming orders, reviewed and confirmed delivery of company sales invoices.

## **Imagery Analyst**

Microsoft Bing Maps - Boulder, CO

November 2014 to January 2015

- \* Utilized proprietary software to research, extract, analyze, edit, and integrate digital data and imagery published on Bing Maps and the Windows 8/8.1 Map Apps released worldwide.
- \* QC and manual edits of imagery digital models.
- \* Operated proprietary software to process and edit content used to improve the accuracy of Bing Maps.

## **Receptionist**

National American University - Denver, CO

November 2013 to December 2013

- \* Greeted guest and students; answered incoming calls to the front desk of university.
- \* Assisted with back office functions like scheduling meetings, relayed messages, filed documents, and collected/scanned printed jobs.

## **Customer Service Rep**

IBM - Boulder, CO

February 2013 to June 2013

- \* Provided customer service on MacOs X products and handling technical questions.
- \* Taking inbound calls from clients, and upsell/cross-sell products and services.
- \* Logged and tracked customer information and issues into iLog database.

## **Assembly Technician**

Vertical Solutions - Louisville, CO

November 2012 to February 2013

- \* Align probes to component specifications for parylene coating to protect devices and electronics.
- \* Ensures components are built within specifications and meets all quality standards.
- \* Package finished component and prepares products for shipment.

## **Event Coordinator**

CAHEP - Colorado Alliance for Health Equity and Practice - Denver, CO

June 2008 to January 2011

- \* Directed patients to correct testing facilities and provided initial intake information.
- \* Provided equipment set up, tear down, and restocked supplies.
- \* Handled cash, sold food and drinks at fundraising events.
- \* Entering patient information into database and creating flyers for various events.

## Education

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### **General Education Development Certificate**

Front Range Community College

June 2012

### **High school diploma or GED**

## Skills

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- Hard worker, quick learner, team oriented and organized
- Phone support and general PC skills
- MS Office
- Accuracy with typing of 55 WPM
- Bilingual in Hmong (read & speak)
- Word
- Excel
- PowerPoint
- Outlook
- Packaging
- Microsoft Windows
- Manufacturing