

Kristie Reininger

Greeley, CO 80631

kristiereininger7_wz3@indeedemail.com

9705394642

Authorized to work in the US for any employer

Work Experience

Package Handler

Amazon.com

October 2019 to January 2020

Shipping and Receiving Clerk

Boulder Bookstore - Boulder, CO

July 2007 to August 2009

Warehouse Worker

Elite Telecommunications - Berthoud, CO

2006 to 2007

Warehouse Worker

B Logistics - Boulder, CO

2004 to 2005

Education

Bachelor's in Psychology

Regis University

Present

Associate of Arts in General Studies

Front Range Community College

Skills

- Demonstrated ability to perform duties in a busy environment
- Ability to learn software, procedures and tasks quickly
- Capable of remaining calm, courteous and respectful at all times with customers and coworkers
- Team player
- Good time management skills
- Ability to multi-task Clerical/Receptionist
- Data Entry
- Invoicing

- Microsoft Office
- Customer service
- greet and direct customers
- Answer phones, screen and transfer calls
- Schedule appointments Shipping/Receiving
- Inventory Control
- Process incoming and outgoing mail
- Fill Orders
- Utilize customized software for data entry/documentation
- UPS
- USPS
- Federal Express
- DHL
- Warehouse Experience
- Packaging
- Load & Unload
- Computer Networking
- Order Picking
- Help Desk