

# Leslie Garcia - Antunez

Edgewater, CO

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## Work Experience

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### **Shipper/Packer**

Burt's Bees - Aurora, CO

February 2020 to February 2022

Shipper -

I shipped out baby clothes for big companies. For example Amazon, Walmart, Target, and many more. I would route the orders and print orders and add them to the agenda. After routing the orders I'll wait for the routing to come back to see what freight it would be leaving. After that, I would print the labels of the orders and label them. After labeling the orders i would wrap the pallets. We'll wait until the freight to come pick it up on the due date. I would then load the pallets into the frights and make the BOLs for the drives to sign after finishing all of that I would go back to the computer and complete the orders.

Packing -

I would pack the orders after they are done being picked. I would scan the pick ticket then scan the items to make sure that the right items have been picked. After, scanning and seeing that everything is correct I would then pack the orders into the right box or envelope. When done doing all of that I would then print the invoice add into the box and tape it up. Then, print the UPS or FedEx label and add it on top of the box.

## Education

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### **High school diploma**

Doherty High School - Colorado Springs, CO

August 2016 to May 2018

## Skills

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- Pallet jack (2 years)
- Computer skills (2 years)
- Order picking (2 years)
- Leadership (2 years)
- Shipping & receiving (2 years)
- Heavy lifting (2 years)
- Organizational skills (2 years)
- Warehouse experience (2 years)
- Microsoft Word (2 years)
- Microsoft Excel (2 years)

- RF scanner (2 years)
- Materials handling (2 years)
- Communication skills
- Customer service (2 years)
- English
- Spanish
- Load & unload
- Order fulfillment
- Order picker
- Picking & packing
- Heavy equipment operation
- Packaging