

# Lizdally Lopez-Anguiano

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1511 N California  
Chicago, IL 60622  
331-431-9899  
Lizdally@live.com

## **SUMMARY**

Ability to work well with others and also independently  
Outstanding written and communication skills  
Excellent Problem solving and Decision making skills  
Customer Service skills and Organization skills

## **EDUCATION**

Warren Township High School Gurnee, IL (June 2010)

## **WORK EXPERIENCE**

### **Nestle USA, Itasca, IL (July,2015-Oct,2018)**

#### **Machine/Processor Operator**

Operate automatic machines that put candy into units and create shipment box  
Insure machine has enough boxes, units and candy to keep running whole shift  
Record any downtime or issues that occurs during shift and report it  
Consume and reverse any inventory that is used or left over  
Meeting daily quote during shift  
Training new operators for machines

### **Fedex Ground Carol Stream, IL (sept, 2015-July,2016 )**

#### **Package Handler**

Attention to details, directions and following procedures  
Load and unload packages quickly and efficiently.  
Responsible sorting small packages into proper location  
Loading and scan package into the correct truck for the driver.

### **Tech USA, Rosemont,IL (Sept, 2015-July,2016)**

#### **Outbound (Smalley Steel)**

Processing shipments into the kewill program  
Making sure the address of the shipment is correct before shipping  
Verifying and confirming that the shipment has the correct paperwork  
Calling Freight companies to pick up pallet shipments

### **Montway Auto Transport, Des Plaines, IL (June, 2015-Sept, 2015)**

#### **Logistic coordinator**

Provide information to customers regarding delivery status  
Communicate with the truck drivers to insure the customer will have their vehicle on time.  
Handle any customer issues or concerns they might have

**Siemens Industry Buffalo Grove, IL (May 1, 2013-June, 2015)**

**Material handler**

Shipping orders to meet customers requirement in a timely matter  
Receiving and putting away Freight Shipments  
Picking and packing customer orders using SAP program  
Verifying and confirming if the order is correct before being shipped to the customer

**Able First Aid Inc. Buffalo Grove, IL (Nov 2012-May 1, 2013) Warehouse Manager**

Check in and out all Stock orders  
Assisted with inventory and restocking  
Preparing services cases for Sales Rep.  
Shipping and receiving all orders

**UPS Palatine, IL (Oct 2011- April 2013)**

**Package Handler**

Attention to details, directions and following procedures  
Perform the inbound and outbound paperwork  
Load and unload packages quickly and efficiently.  
Responsible sorting small packages into proper location  
Move products and materials by hand  
Scanning Packages into correct belt

**Deerfield's Bakery Deerfield, IL (Feb 2012- Nov 2012)**

**Assistant Manager**

Counting down cash Drawers  
Handling Customer Complaints  
Preparing Customer orders  
responsibility of opening and closing store  
Depositing currency to bank

**Speedway Gas Station, Gurnee, IL (Jan 2009-Jan 2011)**

**Sales Associate**

Customer service  
Cashier  
Responsible for preparing food

**Aloha Motel, Chicago, IL (Nov 2010- May 2011)**

**Desk clerk**

Checking in and out guests  
Handling guest complaints and concerns  
Multitasking more than one task

**Office Clerk State Senator Michael Bond Grayslake, IL (Oct 2008-Nov 2009)**

**Desk Clerk**

Organizing and track of default deadlines  
Data and Mailing Entry's  
Collecting signatures and conversing for Campaign

**SKILLS**

Microsoft Word/Works, Microsoft Excel, PowerPoint, Microsoft Outlook Access, Publisher, Acrobat Reader, Netscape Navigator, Machine Transcript and SAP Programs, AS400 program Conway and UPS shipping freight, kewill shipping program

**REFERENCES AVAILABLE UPON REQUEST**