

Maira A Fisher

Greeley, Colorado

(720) 453-3628

maitalamantes20@gmail.com

Work Experience

At Home

June 2021- present

- Work on register to check out employees/ return items
- Stock/re-stock shelves
- Ensure store is cleaned and organized
- Intake customer complaints/issues

Supply Coordinator

JBS USA

January 2018- Present

- Work with multiple computer systems (Excel, SAP and Outlook)
- Ensure that all materials are received and put away in assigned locations
- Issue materials to employees
- Maintain inventory
- Order materials.
- Track budgets
- Create purchase orders

Order Specialist

VVS Canteen

June 2017-January 2018

- Maintain inventory on all vending machines and coolers
- Order stock for storage
- Ensure all vending machines and coolers are clean and organized

Order Specialist

Dell- Computer Technology Communications Company

August 2007- August 2008

- Create purchase order for customers
- Create schedules for forklift drivers
- Maintain order/fill rates for forklift drivers
- Maintain order/fill time tracker for forklift drivers
- Order supplies/materials to fill customer orders
- Maintain organization and cleanliness of areas
- Ensure employees have all necessary tools/items to complete daily tasks

Skills

- Excellent conflict resolution skills
- Proficient in Microsoft
- Bilingual (Spanish)
- Exceptional communication skills
- Great problem-solving skills
- Attentive to detail