

Manuel Juarez

Commerce City, CO 80022

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Professional Summary

Team player with a friendly attitude, has experience in Customer Service, Warehouse, Fast Food, Computer Tech. Ready to learn , willing to learn a new set of skills.

Willing to relocate to: Lakewood, CO - Frederick, CO - Lafayette, CO

Authorized to work in the US for any employer

Work Experience

Warehouse Order Picker

Cardinal Health-Denver, CO

June 2025 to September 2025

- Efficiently picked and packed customer orders according to order specifications
- Ensured proper labeling, packaging, and sealing of orders to prevent damage during transportation
- Followed safety protocols and maintained a clean work environment at all times
- Efficiently picked and packed customer orders according to established guidelines
- Maintained accurate inventory records by carefully documenting all incoming and outgoing products
- Collaborated with team members to ensure timely completion of daily order fulfillment targets
- Utilized handheld scanners and computer systems to track inventory levels and locate specific items for order fulfillment
- Implemented a cross-training program for warehouse staff, enabling them to perform multiple tasks as needed
- Maintained a clean work area at all times, adhering to sanitation standards set by the company

Computer Repair Technician

Vivacity tech pbc-Thornton, CO

February 2025 to May 2025

- Troubleshoot and analyzed School laptops.
- Made Notes on what needs to be fixed
- Quality Assuranced the laptops to make sure all necessary parts are functional.
- Reserialized Systemboards.
- Performed routine maintenance and preventive care on computers to ensure optimal performance and longevity
- Efficiently managed and tracked inventory of computer components, reducing waste and ensuring timely repairs

Tear Down Specialist

vivacity tech pbc-Thornton, CO

August 2024 to February 2025

- Disassemble Laptops

- Salvaged Computer Parts (System boards, Daughterboards, LCD Panel, etc.)
- Quality Assuranced Salvage parts (Graded from A-C)
- Printed SKU or Labels for computer parts.

Production Worker/Assembler

vivacity tech pbc-Thornton, CO

May 2024 to August 2024

- Carefully open new laptops
- Apply Screen Protectors
- Assembled Computer Carts
- White Gloving (Enrolled Laptops for certain school districts)
- Recycled cardboard, using recycling bin

Food Champion/Service Champion

Taco Bell-Commerce City, CO

December 2022 to February 2024

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- Prepared and assembled food items according to Taco Bell's recipes and quality standards
- Operated cash register, accurately handling customer transactions and providing excellent customer service
- Maintained cleanliness of dining area, restrooms, and kitchen to ensure a safe and sanitary environment
- Trained new crew members on Taco Bell's standard operating procedures

Wendy's Crew Member

Wendy's-Commerce City, CO

August 2022 to November 2022

- Provided excellent customer service by promptly addressing customer inquiries and resolving issues
- Maintained cleanliness and organization of work areas, including restocking supplies as needed
- Operated cash register accurately, handling transactions efficiently while maintaining a friendly demeanor
- Demonstrated strong communication skills by effectively communicating with both customers and team members

Customer Service

King Soopers-Commerce City, CO

November 2021 to June 2022

- Responsible for cashier duties
- Answered calls from customers
- Assisted customers with a warm and professional attitude
- Answered general questions
- Responsible for Money Transfer

Packaging

Custom Made Meals LLC-Denver, CO

April 2021 to October 2021

As a packager I was responsible for weighing boxes, printing labels and applying them, as well as caring said boxes and putting them on pallets. Which then I would have to use a Pallet Jack to Bring the Pallet that's fully stacked of boxes and take them to a certain location in the warehouse. Even as the role of the packaging, I was in charge in operating an automatic box assembler machine, adjust to the right size

of box shape needed using different variety sizes of boxes, as well maintaining gas pressure in another separate machine. (Our way of sealing the pre package food in this company)

Education

High school diploma

Adams City High School-Commerce City, CO

August 2016 to May 2020

Skills

- RMF
- Operating systems
- Computer hardware
- Warehouse distribution
- Assembly
- Fraud prevention and detection
- Labeling
- Computer skills
- Manufacturing facility
- Packaging
- Warehouse management system
- Reach truck
- Customer service
- Power tools
- Hospitality
- Materials handling
- Visual inspection for quality control
- Attention to detail
- Cashiering
- Warehouse Experience
- Pallet jack
- Basic math
- English
- Order picker
- Equipment diagnostics
- Hand tools
- RF Scanner
- Blueprint reading
- Writing skills

Languages

- Spanish - Beginner

Certifications and Licenses

Driver's License