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Objective

Hardworking professional seeking the opportunity to expand knowledge of warehouse, & GMP practices

Education

Drake College of Business  
Microsoft Office Suite Program Certification  
Elizabeth, NJ  
July 2012 – March 2013

Drake College of Business  
Dental Assistant Certification  
Elizabeth, NJ  
June 2011 – February 2012

Experience

Blue Apron  
Sanitation Technician  
Linden, NJ  
July 2021 – Present

- Cleaning, & sanitation of production equipment/facilities
  - Material handler of hazard chemicals

- Documents, & verifies procedures
- Machine operator of building sanitation equipment
  - Team led of food sanitation crew
    - Work area maintenance

Amazon

Warehouse Sortation Selector

Elizabeth, NJ

Oct. 2019 – Jan. 2021

- Monitor the inventory of products
  - Fill customer orders correctly
    - Select inventory for orders
    - Labeling order shipments
- Data entry of orders through Net Suite
  - Printing, & photocopying
  - Work area maintenance

Campy's Express

Executive Office Administration

Kearny, NJ

April 2016 – January 2019

- Preparing, organizing, & storing information in paper or digital form
  - Handled inquiries through phone or by email
    - Greeting visitors
  - Updating computer records using a database
    - Maintaining/Ordering office supplies
  - Liaising with suppliers, drivers, & contractor's
    - Printing, & photocopying