

Gerald Perez

Thornton, CO

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Business administrative office with seven years of experience. Strong computer skills in applications including word processing, spreadsheets, and databases. Ideal for learning new assignments involving decision making, organization of information, and customer service. Work cross functionally with others while being responsible and reliable.

Technical/office skills

Microsoft (Word, Excel, Outlook), AMS Shipping Software, Kofax Software, Pitney Bowes receiving software, Remedy,

Ability to adapt and learn new software. Troubleshoot software. 40 wpm.

WORK EXPERIENCE

Mail Clerk/File Clerk, Temporary

Adams County, - Commerce City, CO - August 2013 to September 2013

Current. Duties Include: Retrieve files mail and distribute to internal staff, ship, weight, sort and meter mail. Indexing files and assigning files to internal staff. Label and number files, track and store company files. While filing electronically in company data base.

A1 Staffing Temporary- Records Clerk

Tri-State Generations - Westminster, CO - April 2012 to August 2013

Full-time

Duties Include: Conduct and maintain confidential files. Process information through scanning, indexing, stamping and preparing documents and organizing them to the appropriate file folder. Identify problems in documents while altering the view of information. Binding and finishing documents.

Mail Clerk

Staples Corporate Office - Broomfield, CO - May 2006 to December 2011

Full-time

Duties Include: Processed mail in an office center environment. Answering phones and directing to right personnel.

Ordered and maintained office supplies, sorted, scanned, copied, and faxed information. Provided customer service to internal and external staff. Picked up mail from post and distributed, weighed, and metered mail according to USPS policy standards. Intermediate data entry skills, while updating data base in review with strong attention to detail. Create work orders and close when received product. Shipped and received freight product and track delivery.

Setup conference rooms for meetings with audio, video and projectors. Creating spreadsheets to log detailed Information. Scheduled meetings with vendors while on conference calls or in person. Assist in furniture move. Created shipping labels and collected payments.

Customer Service Representative

Kohl's Department Store - August 2000 to February 2001

Duties Include: Assisted customers by answering questions, locating and showing merchandise. Operated cash register. Maintained and stocked merchandise. Covered different departments of store as needed.

Laid out merchandise according to company profile. Worked in a variety of departments, such as men's, house wares, and the shoe departments. Addressed customer needs in all areas. Alerted supervisor and management to any significant issues.

EDUCATION

Front Range Community College sixty credited
2001

Diploma

Northglenn High School - Northglenn, CO
1999