

Rachel Vigil

Longmont, CO 80504

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Work Experience

Packer/Machine Operator

Amazon - Thornton, CO

January 2021 to Present

Package products according to packing slip. Inspect products and verify packing information is correct. Monitored inventory and stocked stations according to needs. Set up displays and participated in weekly/monthly safety training. Machinery set up and operations. Maintain line and while keeping everything in working order. Quality control and record keeping.

Packer/Grammer

Kush Mastets - Boulder, CO

October 2021 to November 2021

Weigh and package wax, shatter, diamonds and budder according to packing specifications. Boxed and label all products and materials while triple checking for accuracy. Prepared all orders for shipment.

Mail Clerk

Post Office USPS - Longmont, CO

March 2018 to January 2021

Sorted and distributed mail and parcels per route. Unloaded semi trailers using motorized pallet jack. Scanned, sorted, distributed, and maintained daily log of accountable mail pieces. Light machine operations. 12 hour overnight work schedule. Standing and walking the entire shift. Heavy lifting 50+ pounds on a regular basis and repetitive movement. Customer service and data entry. Processed flats and letters in sorting machine according to zip code. Troubleshooting and problem solving. Record keeping and daily product changes.

Receptionist

MaryLou Agency Inc - Longmon

January 1999 to January 2017

Processed applications, payments, corrections, endorsements, and cancellations. Promoted agency products to customers in person. Compiled coverage and rating information in an accessible format. Prepared necessary paperwork to process insurance sales and renewals. Followed up with potential clients regarding online information requests. Researched coverages and premium options and supplied clients with the best coverage available.

Education

Colorado P&C License

AD Banker - Colorado

January 2021 to June 2021

Real Estate License

Rocky Mountain Real Estate School - Longmont, CO
March 2019 to January 2021

High school diploma

Skyline High School - Longmont, CO
August 1995 to May 1999

Skills

- Policy Research
- Assembly
- Insurance sales
- Customer service
- Heavy lifting

Certifications and Licenses

Real Estate License

January 2021 to December 2023

Real Estate Brokers License held at Keller Williams Firestone.

Colorado Med License

September 2021 to January 2023

Colorado certification to work in the cannabis industry.

Colorado Property and Casualty Insurance License

August 2021 to December 2023

License to sell and service insurance policies in Colorado.