

Raquel Celis

Evans, CO 80620

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Work Experience

Department Manager

Walmart Super Center

February 2007 - June 2015

Receptionist

Attorney Of Richard Bundell

2002-2005

Education

Bueno GED Program Of Greeley Colorado

2005-2006

Cerification

Driver license

April 2018

WORK EXPERIENCE

Dot.Com

Walmart Distribution Center Remedy temp service - Loveland, CO - 2016-10 - 2016-12

Pick and pack dot com orders put the orders on a pallet and delivered it to shipping area for delivery using the PE

Department Manager

Walmart SuperCenter - Greeley, CO - 2006-02 - 2015-06

Responsibilities

my responsibility were bin my product order product work product to the sales floor re-work new and old freight to sales floor if it wouldn't go out you would have to take it to the backroom and bin it in the steel/area that is your dept keep your area clean, clean shelf before you re-merchandise product work product from in Caps to the home work shippers to the home set mods several meaning re-set product and move to a different location and put new products take out products that is either deleted or gonna expired or is on a recall. Do price changes in your dept count your outs fill your outs, order your outs work you non item report, work recall report, deleted report, in-stock, out of stock report ect. Cashier when needed handle money help with pushing carts for customer needs also help, dept manager in other dept with freight flow and where ever else needed get ready for inventory once a year going over upc and item number see if the count wss, right if it was higher or lower then what was printer you always want to find as much as, possibly and save as much money possible so your shrink isn't as high as the year before ect.

Accomplishments

Started as a cashier moved up to a customer service manager then I went to electronic finally moved up to be a department manager of cosmetics and I learned alot from all the positions I worked in

Skills Used

You always have to do your reports given to you to help with in- stock, and out of stock, deleted, product so you use a Gemini to do almost everything you needed to do in you dept/job this item is used to order product needed to fill the out you may have to delete an item do your price changes, to make product up and down

when needed also to located an item for a customer in case you don't have it in-store you can give the customer information of what other stores may or may not have it or no longer carry it ect. I was also trained to use the walkie stacker so we could bin are own pallets in the top steal so ics could continue doing there own task for the day

Receptionist/Legal Assistant

Attorney at law Richard Bondell - Greeley, CO - 2002 - 2005

Responsibilities

Convert legal and medical document from English to Spanish. Translate from Spanish speaking individual meeting with attorney. Answer multiple lines telephones, scheduled appointment, cancell appointment, and re-schedule appointments, for the client also setting appointment with doctors and opposing counsel. Faxed and copied confidential documents. Operated postage system.

Accomplishments

I started as a receptionst and worked my way to Personal Injury I'm willing to learn as much as possible to be able to move up in any company I'm individual that can multi- task and always determine to finish what I start if that includes staying late to do so

Skills Used

Bilingual: English and Spanish verbal

Customer service and satisfaction: interact effectively with individuals of all ethnic background and ages. Public relations communication with doctors, lawyers, insurance agencies and opposing counsel. General office duties type, file alphabetically and numerically, pleasant telephone voice, copy and collate document, operate fax machine and copies. Word processing: Health Pro; data entry and retrieve, appointment setting. Money handling:cash, check and credit card transactions. Quick learner: attention to detail, take pride in work assignments. Word well independently or as a team player, work well under pressure. Self-starter, good organizational skills, meet deadlines

As a Legal Assistant, drafted various letters to clients regarding their case (i.e personal injury. Workers" compensation, bankruptcy, social security disability, and civil clients). Also prepared each file for new clients, ordered medical records, police reports, criminal records, and credit reports for a staff of four paralegals. Additionally I was responsible for contacting all clients to confirm their existing data, and update the file with current information

EDUCATION

GED

Bueno Program Weld County Colorado - Greeley, CO
2005 - 2006

CERTIFICATIONS/LICENSES

Driver's License

2018-04

ADDITIONAL INFORMATION

Reference

Selina Merket

970-290-2939

Friend

House wife

Bernadett Mondragon

970-576-0365

Walmart

Tomar pharmaceutical

Brendra Glanzer

970-590-4248

Friend

Self employed

Cynthia Gonzalez

970-702-3942

Walmart

House wife