

Raquel Rubi

Westminster, CO

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720-419-9121

Physically fit warehouse picker and packer with experience in all aspects of inventory control specialist, packaging, Quality Control shipping and, receiving, managing 5 employees. Able to stand for entire shift and, lift up to 50 pounds. Skilled at working quickly, correctly, and efficiently to complete all task.

Work Experience

Inventory Control Specialist/ Supervisor

Mile Hi Foods Co. and Mile Hi Specialty Foods Co - Westminster, CO

December 2014 to Present

12/2014 To present

- Counting all pallets that came in that day
- stocking and put aways
- Inventory
- Hand held scanner to scan my items
- Create orders for the day and the next day
- Quality Control
- warehouse lead
- IDS
- One World
- Excel word
- Outstanding inventory management techniques.
- Computer skills and data entry.
- Superb customer service.
- Self-directed work ethic.
- Organizational ability.
- Stellar interpersonal skills.
- Multi-tasking.
- Detail oriented.
- Outlook

Order Puller/ Lead

Air Comm Corporation - Denver, CO

May 2010 to December 2014

- Read work orders and ensure that they coincide with order pulling activities
- Physically pull orders from shelves and load them onto the pallet jack or carry smaller items by hand.
- Transport packed items onto the shipping pallet and assist in loading them onto the delivery truck.

- Create reports pertaining to pulled and dispatched orders at the end of each day.
- load and unload the trucks
- shipping and receiving
- Stocking put aways
- Pull part's take them out to the floor if they needed to be build
- Making kits

Order Puller

United States Postal Services
November 2007 to May 2010

- Mail handler
- Load and unload the trucks
- Build pallets
- Hand held scanner

Education

High School Diploma

Wheat Ridge High School
2004

Skills

- Inventory Control
- Shipping Receiving
- Warehouse Inventory
- STRONG COMMUNICATION SKILLS (10+ years)
- Order Picking
- Pallet Jack
- Packaging
- Load & Unload