

Alexis Ramirez

Scranton, PA | 551-274-4016 | AlexisRamirezzz26@Gmail.com

Summary

Hardworking and reliable professional with hands-on experience in construction, warehouse operations, and facility maintenance. Skilled in performing physical labor, maintaining safety standards, and working efficiently in fast-paced environments. Recognized for strong communication, problem-solving, and teamwork abilities, as well as a commitment to high-quality results. Dedicated to contributing to company success and seeking new opportunities for growth and advancement within the organization.

Skills & Highlights

- Excellent verbal, written, and interpersonal communication skills
- Strong ability to multitask and perform effectively in fast-paced, team-oriented environments
- Dedicated to providing outstanding customer service and ensuring client satisfaction
- Exceptional listening, analytical, and problem-solving skills
- Highly organized with strong time management and deadline-driven efficiency
- Critical thinker with the ability to identify challenges and implement effective solutions

Education & Languages

High School: Kearny High School 2011- 2015

Fluent: English and Spanish

Certifications

OSHA Certification- Construction safety and health- Issued on 01/06/2024

- Forklift Driver
- Reach truck
- Electric jack
- Electric ladder
- Auto picker
- Cherry Pick

Professional experience

Powerhouse construction | Construction Laborer

2020 - 2024

- Removed old carpeting and installed new tile flooring according to project specifications.
- Repaired and replaced windows to ensure structural integrity and proper insulation.
- Prepared and painted interior and exterior surfaces to meet quality standards.
- Assisted with landscaping and site cleanup to maintain safe and organized work areas.
- Collaborated with team members to complete residential renovation projects on schedule.

Elgen Manufacturing Warehouse | Shipping & Receiving Clerk

2016 - 2020

- Processed all incoming and outgoing shipments accurately, ensuring proper documentation and tracking of materials.
- Prepared items for shipment by packing, labeling, and arranging them for transportation according to company and safety standards.
- Inspected incoming goods for accuracy and condition, processed returns, and updated inventory records in warehouse systems.
- Supported daily warehouse operations by picking and packing orders, conducting inventory counts, and ensuring a well-organized workspace.

Washington Academy Inc. | Custodian / Maintenance Worker

2015 - 2016

- Performed daily cleaning tasks including dusting, vacuuming, mopping, and sanitizing surfaces to maintain a clean and safe environment.
- Completed general building maintenance such as painting, minor repairs, and basic groundskeeping.
- Ensured all common areas, offices, and restrooms were cleaned, sanitized, and fully stocked.
- Maintained floors through regular sweeping, vacuuming, and mopping.
- Inspected facilities and promptly reported major maintenance or repair needs to supervisors.