

# ROCIO LUNA

**CONTACT**  
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## PROFILE

Dedicated employee with strong reading, writing and communication skills. Highly organized and focused, able to handle multiple responsibilities in fast paced environment. Following safety rules and core values to make for a great work environment.

### SKILLS

- Excel, Microsoft Outlook, Infor, Word
- High math skills
- Time management
- Communication
- Customer service
- Cash handling
- Inventory records
- Safety
- English, Spanish

### EDUCATION

High school  
Diploma  
**Fort Lupton High  
School**  
**2016 - 2020**

### EXPERIENCE

**Offerbox Productions**, Longmont, CO. – *Material Handler / Shipping Coordinator*

#### **June 2021 - Present**

- Receive and process outbound orders to each the customers and the warehouses standards
- Pull, move, stack, stage, and wrap product on pallets for customer orders or warehouse inventory
- Work with associates to review inventory to ensure accuracy on orders as well as in the warehouse records
- Work with warehouse associates to meet the on time delivery dates for customer satisfaction
- Analyze, understand, and create warehouse spreadsheets for, shipping, and safety

#### **August 2020 – February 2021**

- Packing and preparing phone cases on an assembly line
- Inspecting incoming and finished product to meet the company's and the customers quality standards
- Worked efficiently to keep a steady flow on the packing line

**Fedex**, Henderson, Co

#### **December 2019 – June 2020**

- Use warehouse machines and equipment to pick orders put away products, or move pallets where needed
- Loaded and unloaded trucks with packages onto conveyer belts, ensuring addresses match for deliveries

**Burger King**, Fort Lupton, Co

#### **December 2018 – January 2020**

- Responsible for handling cash/cards/ payment at the register
- Process orders, bagging, and preparing beverages in a strict time efficient manner
- Keep a clean, sanitary, and organized work station
- Cross trained in various positions creating a flexible schedule based on store needs
- Working with costumers to meet their satisfactions