

Rosanne Ortiz

Longmont, CO

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Authorized to work in the US for any employer

Work Experience

Shipping Picker

Umzu - Boulder, CO

May 2021 to Present

Shipping

Picking orders

Fulfillment Associate

Super Target Store - Longmont, CO

May 2020 to Present

Picking orders

Shipping

Stocking

Shipping Clerk/Account Receivable

Assenmacher Specialty Tools Inc - Boulder, CO

October 2015 to Present

- Shipping, labeling, Assembling tools, sales report
- Inventory, Filling,
- Data entry, Cash entry, Deposits, email invoices, end of month report

Assembler/Production

Resource MFG - Longmont, CO

December 2013 to April 2014

- Download software
- Packaging, shipping, labeling product
- Data entry

Receptionist

Comfort Dental - Louisville, CO

February 2013 to June 2013

- Verify Insurances
- Schedule appointments, answers phones, data entry
- Made charts
- Reminder calls

Customer Service

Breeze Thru - Longmont, CO
October 2012 to February 2013

- Customer Service
- Detailing cars
- Loading vehicles
- Assisted at pay stations

Administrative Tech

Gastroenterology of the Rockies - Louisville, CO
May 2008 to October 2011

- Made charts, answered phones, prepped patient.
- Collected Co pays, scheduled appointments, data entry
- Process documents, maintain accurate files.

Customer Service Representative

Marshals - Longmont, CO
August 2006 to January 2008

- Check out returns, cash handling
- Help direct customers with questions
- Provide great customer service

Production Worker

Celestial Seasonings Packager - Boulder, CO
July 2005 to September 2005

- Packaging and organizing teas on the assembly line
- Tea Production
- Applying the ticket information on the teas

Education

High School Diploma

Boulder Preparatory High School - Boulder, CO
May 2004

Skills

- Insurance Verification
- Detailing
- Accounts Receivable
- Dental Receptionist
- Sage
- Order Picking
- Packaging