

Rose Chitwood

Fort Collins, CO

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Authorized to work in the US for any employer

Work Experience

Customer Service Representative

Injectech - Fort Collins, CO

August 2021 to Present

- Input customer orders while maintaining order accuracy.
- Deescalated situational problems in relation to our customers.
- Verified paperwork to part numbers to ensure accuracy.
- Maintaining a positive work environment.
- Filed paperwork accurately while noticing small details to ensure the best possible documentation practice.

Warehouse Associate

SIMPLY DELICIOUS dba Bobo's Oat Bars - Loveland, CO

May 2021 to August 2021

- Built pallets based off paperwork/sales order and shrunk wrap them for transport.
- Balances time in order to keep up with orders in an efficient way.

- Communicate with others in order to maintain a smooth running warehouse.
- Able to successfully load trucks and can identify paperwork according to vendor.

Shipping and Receiving Specialist

Woodward - Fort Collins, CO

December 2019 to May 2021

- Maintained accurate serial numbers to identify shipping and receiving transactions properly.
- Worked with teammates to ensure workload for the day was all done in a timely fashion.
- Organized items by department, marked appropriately for placement in facility, and delivered merchandise to different departments while maintaining a positive attitude.
- Operated a class II forklift with no incidents.
- Moved and stocked an influx of parts both through a computer system and physically.
- Hand picked and counted different part numbers for an assembly line.

Sales Associate

Bed Bath and Beyond - Johnstown, CO

October 2016 to November 2018

- Handled merchandise while maintaining a positive work environment.
- Kept store clean and organized with continuous recovery operations.
- Promoted specific items through special displays and personalized interactions with customers.

- Delivered comprehensive retail support to all store guests and encouraged repeat business.
- Processed high volume of checkouts as successful front-end cashier.
- Prevented store losses by monitoring guests and maintaining proactive, overt communication.
- Prepared merchandise for sales floor, including tagging items and organizing special promotions.
- Backed up team members by assisting with resolving customers' complaints.
- Cashiering
- Cash Handling

Education

High school diploma

Rocky Mountain High School

August 2013 to May 2016

Skills

- Cashiering
- Forklift
- Shipping & Receiving
- Load & Unload
- Warehouse Experience
- Flexibility
- Customer service (3 years)
- Order Picking
- Materials Handling
- Pallet Jack

Certifications and Licenses

Forklift Certification