

Rosemarie Gallegos

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Work Experience

Workforce Services Representative

Adams County Colorado - Brighton, CO

September 2018 to December 2018

Greet all incoming customers with formal introduction by phone and in person identify the appropriate staff to serve customer. Answer any additional questions. Provide guidance to workforce customers how to utilize the public computer, fax machine, copier and telephone

Production Worker

Byers - Longmont, CO

March 2013 to December 2013

Taking parts out of the machine putting them together and cleaning up my work area.

Customer Service Representative

Target - Thornton, CO

June 2011 to January 2012

My duty was to help out with the costumers answer the phone and do returns.

Quality Control Inspector

Denver Plastics - Hudson, CO

October 2010 to February 2011

I was responsible for checking the items before getting shipped off. Write down the products and what it was contaminated from.

Education

General education development diploma (in progress)

Heritage High School

Skills

- Typing skills (3 years)
- Assembly (4 years)
- Machine Operator (5 years)
- janitorial (2 years)
- Quality Control (Less than 1 year)
- Customer Service (1 year)

- Call Center
- Customer Support
- Multilingual
- Quality Inspection
- Warehouse experience
- Manufacturing
- English
- Documentation review
- Spanish
- Bilingual

Certifications and Licenses

Driver's License