

Shakira Moore

Federal Heights, CO 80260

shakiramoore38_tmo@indeedemail.com

+13034098564

Authorized to work in the US for any employer

Work Experience

Order Selector

E. A. Sween Company-Denver, CO

July 2023 to August 2023

I was an order selector and I picked orders for 7 Eleven throughout Denver.

Warehouse Associate

Ziegenfelder Company-Denver, CO

March 2022 to June 2022

I made, packed, and inspected freeze pops.

Packer/Picker

Dole Fresh Flowers-Miami, FL

April 2014 to March 2022

I did some of everything in the warehouse from line to packing and assembly work

Warehouse Associate

Aroma360, LLC-Miami, FL

June 2021 to October 2021

I assembly and made candles and hotel fragrances and packed the finish products by numbers to deliver to hotels and personally use as well

Front Desk Associate

Hoilday Inn Express-Bridgeport, CT

July 2019 to April 2021

I answered calls and I assist a residence ,assist guest and vendors. I call residence that have food delivery visitors or a packages response to email correspondence

Warehouse Worker (Temp)

Golden Nugget Hotels & Casinos-Black Hawk, CO

May 2019 to July 2020

I keep inventory of all the casino's inventory such as the chips for the dealer also to the food in the convention stand so basically I provided all the stock of the casino's

Speedy cleaning service

Cleaning service-Miami, FL

January 2015 to June 2018

We cleaned offices and private homes

Unarmed Security Officer

PrideStaff Miami-Miami, FL

August 2005 to May 2016

i did unarmed security work at many places such as Stadiums, Arenas, and concerts

I made sure there there where no unwanted activities in any of these places

- Documented reports of suspicious activity
- Enforced security regulations

Manager

Da Munchies-Miami, FL

April 2008 to September 2014

The restaurant was owned by Cale Virgil and it was just the two of us. So i basically did everything from cookin to cleaning and cashier. I basically picked up all the different titles in a restaurant.

Customer Service Representative

Track One-Miami, FL

March 2005 to December 2009

I worked for a company called track phone and I assisted them on compaction on there phone and the phone card

Team Leader

Winn Dixie-Miami, FL

July 2001 to August 2004

As a team leader I worked overnight and I had a small team and I had to make sure and oversee that the team and make sure that the shelves are stock and that there is enough inventory in the back and he personally to make sure the jobs are getting done and no one sleeping on the job

Education

High school diploma

Warren G Harding High School

September 1998 to June 2001

Skills

- Janitorial
- Clean
- Clean Room
- Cleanroom
- Residential Cleaning
- Commercial Cleaning
- Warehouse experience
- Microsoft Office
- Shipping & receiving
- Assembly

- CRM software
- Custodial experience
- Packaging
- Customer Service
- Manufacturing
- Cooking
- Sales
- Food production
- English
- Load & unload
- Heavy lifting
- Assembly
- Order fulfillment
- Customer service
- Forklift
- Communication skills
- Warehouse experience
- Organizational skills
- Grocery store
- Inventory control
- Basic math
- English
- Shipping & receiving
- Computer skills
- CRM software
- Materials handling
- RF scanner
- Order picking
- Order picker
- Picking & packing

Certifications and Licenses

Hospitality and Chef Expertise

August 2015 to Present

Chef preparations hospitality and tourism greetings and concierge