

# Shara Gonzalez

Rochester, NY 14626

[6myw5ypbxc5\\_4gq@indeedemail.com](mailto:6myw5ypbxc5_4gq@indeedemail.com)

+1 585 609 5301

## Work Experience

---

### **Electric assembly inventory**

Rotork Controls Inc - Rochester, NY

February 2022 to April 2022

Managed orders from customers and built several parts like drive bushing, terminal blocks and o rings as well packed several parts and used electric tools and manual tools as well and processed orders on the computer and transferred as well

### **Payroll Accountant**

Paraxel - Rochester, NY

January 2019 to January 2021

updating payroll systems with employee information, and preparing internal and external tax reports, Calculating net salaries, deductions, and withholdings, Resolving payroll issues, Prepare accounting files, records, and schedules, have strong mathematical skills and knowledge of national and regional laws on payroll and taxes.

### **Supervisor**

Amazon - Rochester, NY

November 2019 to July 2020

Perform physical labor within the warehouse or at the Truck including occasionally assisting Prime Now warehouse operations, with or without reasonable accommodation

- o Use Amazon warehouse management software and tools
- o Possess a detailed understanding of warehouse processes
- o Communicate with internal and external individuals to ensure proper performance
- o Comply with company policies and procedures i.e. Fulfillment Center rules and regulations
- o Plan routes to create a schedule for current months offer

### **Inventory Management**

Harris corporation - Rochester, NY

March 2019 to October 2019

Responsible for performing the physical or administrative tasks involved in the shipping, receiving, storing, and distribution of materials, parts, supplies and equipment. Unpacks and checks goods received against purchase orders or invoices, maintains records of received goods, rejecting unsatisfactory items where necessary. Holds ability to handle items (up to 45 lbs.) utilizing proper lifting techniques and material handling aids (e.g. pallet jacks, height adjustable carts, etc.) and may operate a forklift upon receipt of internal certification. Prepares and maintains records of merchandise shipped. Examines, stocks and distributes materials in inventory and on manufacturing lines. Knowledge of safe material handling practices and ability to maintain compliance with Harris specific Environment Health and Safety policy/procedure in regards to material handling.

## **PCA/Caregiver**

Medical Solutions - Rochester, NY  
March 2018 to September 2019

assisting individuals with daily activities such as using the bathroom, preparing or eating meals, executing hygiene and grooming habits, taking medication, bathing, and completing housework or other chores. Documenting services delivered in accordance with FirstLight Home Care policies and procedures. Record and report changes in the client's physical condition, behavior or appearance to supervisor or Case Coordinator.

## **Material Handler**

Matheson Flight Extenders, Inc - Rochester, NY  
December 2017 to March 2019

RESPONSIBLE FOR LOADING AND UNLOADING SACKS, TUBS AND TRAYS OF MAIL INTO AND OUT OF AIRCRAFT CONTAINERS OF VARIOUS SIZES. SORTING MAIL ON A CONVEYOR/ ROLLER SYSTEM AND THEN INTO ROLLING EQUIPMENT USED TO TRANSPORT THE MAIL INTO TRUCKS READY TO BE SHIPPED TO THE USPS.

## **Cashier/Customer Service**

Walmart - Rochester, NY  
January 2018 to January 2019

PRIMARY ROLES INCLUDE GREETING CUSTOMERS, CONDUCTING FINANCIAL TRANSACTIONS, SCANNING MERCHANDISE, DEACTIVATING TAGGED MERCHANDISE ASCERTAIN THAT THE RIGHT AMOUNT OF CHANGE IS PRESENT IN THE CASH DRAWER, ASSIST SALES ASSOCIATE IN RESTOCKING RETURNED MERCHANDISE, RESPONSIBLE FOR DEALING WITH COMPLAINTS AND COMPLIMENTS FROM CUSTOMERS, MAKING REFUND OF MONEY TO CUSTOMERS AND ENSURING THAT BALANCE OF CASH IS MAINTAINED, AND ALSO ANSWERING PHONE CALLS AND CUSTOMERS QUESTIONS.

## Education

---

### **High school diploma in High school**

El redentor - Orlando, FL  
August 2015 to February 2016

## Skills

---

- Warehouse supervisor experience
- Logistics
- Detailing
- Organizational skills
- Communication skills
- Order picking
- Shipping & receiving
- Manufacturing & utilities
- Pallet jack (3 years)

- Warehouse distribution
- Customer service
- Spanish
- Bilingual
- Sales
- Animal care
- Caregiving
- Cash handling
- Banking
- Food service
- Typing
- Patient care
- Hotel experience
- Employee evaluation
- Supervising experience
- Quality control
- Guest services
- Merchandising
- iOS
- Customer support
- Windows
- Leadership
- Assembly
- Negotiation
- Keyword research
- Customer relationship management
- Documentation review
- Retail sales
- Internet savvy (3 years)
- SaaS (3 years)
- Social media management
- Pricing
- Cashiering
- Translation
- B2B
- Payroll
- Power tools
- Computer skills

## Certifications and Licenses

---

### **TIPS**