

Vanessa Guzman

Fort Collins, CO

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(806) 7312767

A success motivated individual seeking a position that will utilize my skills and knowledge acquired through schooling and work experience.

Work Experience

Order Selector

AFFILIATED FOODS - Amarillo, TX

September 2018 to Present

Pull store orders accurately and in a timely manner. Knowledgeable in the quantity count for every section. Pallet jack experience. I also worked for this company from 12/2008-08/2009.

Sanitation

Tyson Foods Incorporated - Amarillo, TX

April 2017 to July 2018

Clean processing and harvest floor to meet HACCP requirements.

Order Puller

Amarillo, TX

November 2015 to July 2016

Pull merchandise according to order form in a correct and timely manner.

- Audit orders to ensure accuracy, quality, and quantity.
- Keep and organized environment to safely box and ship orders.

Office Administrator

RG Construction - Amarillo, TX

January 2015 to May 2015

Screened calls and scheduled meeting with clients and vendors.

- Ordered and picked up office and jobsite supplies.
- Filed, prepared contracts, and conducted monthly reports.
- Collected payments, made bank deposits, paid vendors, issued employee checks.

Property Manager

Amarillo Villas - Amarillo, TX

April 2010 to May 2011

Achieved financial objectives by collecting rent, budgeting, and supply control.

- Maintained property by enforcing rules, resolving issues, and exploring opportunities to improve.
- Prepared daily and monthly reports using computer software.

Education

Associate in Science in Business Administration

Amarillo College - Amarillo, TX

January 2011 to December 2014

Skills

Haccp, Food Production, Clean, Janitorial

Certifications/Licenses

Driver's License