

Victoria Chavez

Thornton, CO 80233

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Professional Summary

Hardworking and dependable with experience in both warehouse work and customer service. Comfortable handling orders, stocking, packing, and helping customers with a positive attitude. Good at staying organized, working with a team, and keeping things running smoothly. Looking for a chance to grow with a company where I can use my skills and learn more along the way.

Authorized to work in the US for any employer

Work Experience

Machine Operator

PMI-Denver, CO

June 2025 to Present

- Performed routine inspections on machines to ensure proper functioning and made necessary adjustments or repairs as needed
- Followed blueprints, work orders, or other specifications to set up machines for production runs
- Monitored machine operations during production to detect any issues or malfunctions and took corrective actions promptly
- Maintained accurate records of production output, downtime, and quality control checks
- Collaborated with team members to troubleshoot problems and optimize machine performance
- Ensured that products met quality standards by conducting regular inspections using measuring tools such as calipers or micrometers

Seasonal Amazon Warehouse Associate

Amazon Warehouse-Denver, CO

September 2024 to April 2025

- Picked and packed orders with speed and accuracy.
- Used scanners and followed safety procedures.
- Kept work area clean and organized.

Server/Bartender

American Cruise Lines-Boston, MA

March 2023 to August 2024

- Served food and drinks in a fast-paced cruise setting.
- Mixed beverages and followed safety guidelines.
- Delivered excellent guest service and handled concerns professionally.
- Maintained cleanliness and restocked supplies.

Assembly Technician

Trane Technologies-Pueblo, CO

January 2020 to January 2023

- Assembled HVAC units using hand and power tools.
- Followed blueprints and safety procedures.
- Inspected parts and ensured quality standards.
- Met daily production goals and maintained clean work area.

Title Clerk

DC Motors-Pueblo, CO

March 2019 to January 2020

- Processed vehicle titles, registrations, and DMV paperwork for new and used sales.
- Verified documents and coordinated with sales and finance teams.
- Communicated with DMV, banks, and customers to resolve title issues.
- Maintained organized records and ensured timely title processing.
- Provided customer service for title-related questions.

Education

Psychology (Associate's Degree)

Pueblo Community College-Pueblo, CO

January 2021 to May 2023

High School Diploma

East High School-Pueblo, CO

2014 to 2018

Skills

- Time Management (10+ years)
- Shipping and Receiving (5 years)
- Safety and OSHA Compliance (1 year)
- Order Picking and Packing (5 years)
- Multitasking (10+ years)
- Goal Setting and Progress Monitoring (10+ years)
- Order Fulfillment (5 years)
- Verbal and Written Communication (5 years)
- POS System (10+ years)

Languages

- English - Fluent
- Spanish - Fluent

Certifications and Licenses

OSHA 30

July 2025 to Present

Driver's License

November 2016 to Present

CPR Certification

May 2024 to May 2026

ServSafe

May 2024 to May 2026

AED Certification

May 2024 to May 2026

First Aid Certification

May 2024 to May 2026