

Wendy Trejo

Excellent communication skills, Retentive, Training and development, Bilingual, Fluent in both Spanish and English, Problem solving, Inquisitive, Ambitious, Open-Minded, Organized, Punctual, Helpful, Responsible, Reliable, Machine operator, Forklift experience.

Thornton, CO 80241

trejobwendytwu8u_zox@indeedemail.com

+1 720 877 1878

Authorized to work in the US for any employer

Work Experience

Amazon Delivery Associate

Amazon Warehouse - Thornton, CO

October 2023 to Present

(This job position is currently a seasonal role.) I scan and sort packages and prepare them to be shipped and delivered to their final destination.

Amazon Fulfillment Associate

Amazon Warehouse - Aurora, CO

January 2021 to February 2023

I am in charge of scanning products with a RF scanner and placing them in various bar-coded shelf positions so that customers can order them. I physically and quickly evaluate each item for damage before placing it in different shelf placements as well as making sure that all products are correct. I sort and scan packages into their correct destination before loading them into trucks.

Electronic Assembler/Technician

SCRAM Systems - Littleton, CO

February 2019 to June 2022

I carried out tasks related to the preparation, assembly, test, or disassembly of electrochemical and electromechanical components. I used small hand tools and test equipment. Solder wire connections, troubleshooting and repair work on devices. Tracking, reporting and maintaining data. Assembled, reworked, and tested assemblies, subassemblies, components, products, or systems.

Team Lead

Hope Foods - Louisville, CO

May 2017 to December 2019

I was in charge of leading the team and running a machine. I made sure the assembly line ran without any errors. I filled the machine with lids and plastic containers. The machine I worked on had large tubes that I would fill up with product and I would press a button to send the products through the machine to sanitize and prepare them to be printed and labeled. I made sure everything was working properly and if there needed to be any adjustments, I stopped the machine and fixed the issue. I helped pack products into boxes on the assembly line and also stacked and wrapped them onto pallets then used a forklift to transport them in the refrigerated area and prepare them to be shipped into trucks. I mixed and weighed

spices to make hummus and chocolate spread. I was in charge of changing the filter to the machine every Friday. I was taught how to use a forklift. I used a manual pallet jack and an electric pallet jack.

Package Handler

UPS - Commerce City, CO

November 2015 to January 2017

I was in charge of loading and unloading packages in the delivery trucks when they arrived and got them ready for departure. I sorted and organized parcel packages based on their destinations before loading them onto delivery trucks. I worked with a team and also by myself. I used RF scanners to scan, read and label packages to determine correct grouping.

Education

GED

Emily Griffith Technical College - Denver, CO

September 2015 to January 2016

Skills

- RF Scanner
- Pallet Jack
- Order Picking
- Order Picker
- Warehouse Experience
- Reach Truck
- Packaging
- Shipping & Receiving
- Load & Unload
- Quality Inspection
- Heavy Lifting
- Order Fulfillment
- Forklift
- Food handling
- Assembly
- Materials Handling

Languages

- English - Fluent
- Spanish - Fluent