



# WILSON FELICIANO

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## Summary

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Seeking a position in a dynamic organization where I can launch my career and work towards building a strong skill set. A hard working individual looking for a challenging position where I can showcase my skills and contribute to the growth of the organization

## Skills

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- Data Auditing
- Word Processing
- Data Processing
- Shipping and Receiving Understanding
- Technical Support
- Office Equipment Proficiency
- Quality Control
- Store Maintenance
- Typing Proficiency
- Order Fulfillment
- Customer Service

## Experience

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*Walmart Supercenter/Loveland, CO*  
*Overnight Retail Stocker*  
*03/2021-10/2023*

- Dealt with incoming stock deliveries during the night by assisting in unloading trucks.
- Transported freight to the sales floors after sorting and ensuring that enough has been delivered.
- Handled stock inventory and make sure that it is accurate by rechecking it.
- Ensured that items are marked properly before they are sent to the sales floors.
- Place price tags on items and ensure that barcodes are correctly placed.
- Followed company rules and protocols governing top product placement activities.
- Assisted customers shopping during night hours by providing them with product information.

Sticker Giant | Longmont, CO  
**Shipping and Receiving Clerk**  
*06/2019 - 08/2023*

- Prepared invoices for customers, ensuring accuracy prior to shipment.
- Processed outbound shipments, including packing and labeling products for delivery.
- Worked closely with carriers such as FedEx, UPS, USPS and DHL regarding pick-ups and deliveries.

University of Boulder Colorado | Boulder, CO  
**Custodian II**  
*05/2018 - 05/2019*

- Sweeping, mopping, and vacuuming floors; cleaning bathrooms, kitchens, and other common areas; emptying trash cans and disposing of waste appropriately.

Embassy Suites | Boulder, CO  
**Front Desk Associate**  
*02/2017 - 05/2018*

- Assisted with the check-in process for guests by verifying information, issuing room keys, and providing directions to rooms.

Hilton Garden Inn Hotel | Boulder, CO

**Housekeeping Supervisor**

01/2016 - 02/2017

- Supervised and trained staff in housekeeping operations, ensuring adherence to standards of cleanliness.

**Education and Training**

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Front Range Community College, Fort Collins | Fort Collins, CO

**Some College (No Degree)** in Computer Science

**Highlights**

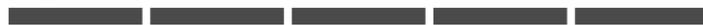
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- HR systems management
- Development of administrative workflow
- Processing and compliance
- Personnel maintenance and administration
- Operational process auditing
- Active and initiative driven
- Collaborative

**Languages**

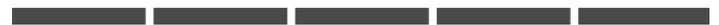
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**English:**



Native/ Bilingual

**Spanish:**



Native/ Bilingual