

Yesenia Chavez

Maplewood, MN

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Authorized to work in the US for any employer

Work Experience

Temporary Employee

ATA Staffing - Mendota Heights, MN

January 2017 to December 2018

My job here was:

- To pull the orders given to me
- Pack the orders
- Stack the boxed orders on pallets
- Wrap the palletized orders

I would use pallet jacks to move the pallets around and did labeling for the pallets as well.

Temporary Employee

ATA Staffing - Minneapolis, MN

November 2017 to January 2018

I was in the cut flowers department for Bachmans switching between the distribution center.

My responsibilities here were:

- fulfill orders given to us by company stores
- cut flowers to appropriate length using a blade or water cut
- organizing flowers in the cooler
- putting away flowers and keeping area neat.

Working here have me some knowledge about flowers and how to care for them.

Staffing Coordinator

Atlas Staffing, Inc - Robbinsdale, MN

August 2015 to August 2016

A few things I did at Atlas Staffing:

- Fill orders for clients
- Go to the job site to check in the employees
- Make lists to keep track of who was being sent
- Send emails
- Make phone calls

Doing this helped me learn Excel and Outlook and improve my typing skills as well.

Education

Diploma

Tartan Senior High School

Skills

Warehouse (2 years), Pallet Jack (2 years), Microsoft Office (1 year), Customer Service (1 year), Temps Plus (1 year)