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# SARAH GONZALES

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## PROFESSIONAL SUMMARY

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Looking to obtain a career in which I can utilize my skills in customer service to advance within the company. Motivated and well versed in exceptional customer service and support.

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## SKILLS

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Microsoft Office, Windows, Word, Excel, IQMS

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## WORK HISTORY

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**Quality Inspector**, 06/2015 to 03/2018

**Denver Plastics Colorado** – Hudson, CO

- Maintained a high standard of workmanship by using only approved data, materials, tools and test equipment.
- Collected samples during production and tested randomly to determine in-process product quality.
- Recorded inspection and test data such as weights, heights and quantities.
- Completed daily dock audits for receiving and shipping as well as production floor.
- Notify set-up tech or supervisor when problems are encountered that affect the part or machine efficiency.
- Recorded defects and coordinated issue resolution with manufacturing team.

**Cashier Sales Associate**, 02/2015 to 05/2015

**Love's Travel Stop** – Hudson, CO

- Welcomed customers into the store and helped them locate items.
- Priced merchandise, stocked shelves and took inventory of supplies.
- Operated a cash register for cash, check and credit card transactions with 100% accuracy.
- Resolved all customer complaints in a professional manner while prioritizing customer satisfaction.

**Assistant Manager**, 12/2007 to 01/2015

**Sonic Drive-In** – Monte Vista, CO

- Responded to customer concerns with friendly and knowledgeable service.
- Manages, trains crew member
- Completes weekly and monthly inventory as needed.

- Directs and assigns employees to perform all duties in the basic stations.
- Handled scheduling duties to ensure that the restaurant was properly staffed at all times.
- Opening and closing duties.

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## EDUCATION

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**High School Diploma:** 2010

**Monte Vista High School** - Monte Vista, CO