

MARIA L SOTELO

575-359-5519 | lulysotelo78@gmail.com

Summary

Warehouse General Laborer and Store Manager Assistant with 10 years of experience in industrial warehouse environments. Extensive experience in inventory maintenance, shipping and receiving, labeling and customer service. Reliable and hardworking, quickly learn new task, bilingual in English and Spanish.

Skills & Abilities

- . Bilingual in English and Spanish Management
- . Microsoft Office Preparation
- . Email and Data entry Service
- . Quality inspection
- . Forklift and pallet jack operation lbs.
- . Loading and Unloading
- . Shipping and Receiving
- . Inventory
- . Package
- . Customer
- . Labeling
- . Ability to lift up 50
- . Safety-minded
- . Problem Solving

Experience

- 12/09 To 07/19 **Manager Assistant, Dairy Direct, 205 Sugar Beet Rd. Clovis, NM 88130 575-762-7997 Barn Supplies, Stainless Parts and Pipeline Chemicals.**
- Responsible for opening business
 - Place weekly supplies, medicine and chemicals orders.
 - Maintain communication with customers and manager to ensure proper service.
 - Load or unload products from orders coming from vendors, packing and labeling to get orders ready for customers with the help of a forklift, pallet jack or by hand.
 - Document any data in the system
 - Monthly inventory and restack products in shelves.
 - Complete work with accuracy and efficiency
 - Close business when necessary
 - Maintain clean, sanitary and safe work area
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- 06/09 To 12/09 **Expert Cleaners, Portales, NM**
- Load and unload washers and dryers
 - Get product ready for delivery
 - Close business

Education

- 1993 High School, GED - 201 Knoxville St. Portales, NM 88130