

LAUREN GUZMAN

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BOULDER, COLORADO

OBJECTIVES

To obtain a long term position where I can both better the company and achieve professional growth.

EXPERIENCE

Lowes/Home Depot

October 2018- April 2019. Irvine, .ca

- **Shipping and receiving**
- **Pack Down**
- **MSA (Merchandising Service)**
- **Maintenance and servicing**
- **Building and putting together products as shown on directions, diagrams and planograms.**

Seaspine - Technician

June- August 2018 Irvine, Ca

- Washroom cleaning all equipment thoroughly for sterilization and reuse
- Autoclave room packaging supplies and equipment for sterilization to use in clean room environment

Keystone Dental.- Warehouse Associate

May 2018. Irvine, Ca

- Picked items for orders using RF scanner
- Packaged orders
- Shipped orders

Spireon - Inventory Specialist

September 2017 - April 2018 Irvine, Ca.

- Maintaining cleanliness and organization of constant revolving stock
- Kept constant inventory check with stock being in two separate warehouses
- Transfers stock between two separate warehouses while keeping inventory counts accurate
- Worked with vendors to insure accurate order of stock
- Performed accurate cycle counting to maintain inventory accuracy
- Lead of team of my choosing to do large cycle counts
- Assisted material handlers and fillers with location of stock
- Replenished shelves and bins with stock
- Anticipated inventory needs and submitted purchase orders
- Maintained excel spreadsheet of inventory product
- Maintained and organized 235 component and parts
- Produced materials to finish work orders
- Shipping and receiving
- Proficient with Netsuite
- Big Joe stand up forklift operator

FedEx- Warehouse Package Handler

February 2016 - November 2017 Commerce, Ca

- Scanning packages
- Bagging packages
- Loading
- Assembling gaylords

- Palletizing
- Operated pallet jack

7 Eleven - Head Clerk

February 2017 - August 2017

Pico Rivera, Ca

- Maintained excellent customer service
- Operated register
- Stocked store and kept inventory current using RF scanner
- Kept meticulous track of inventory
- Loss prevention
- Trained new employees for store owners
- Prepped and handled food while adhering to California state food handling guidelines
- Processed incoming deliveries using RF scanner
- Prepared and cooked food

Taxes by HSG- Administrative Assistant

January 2015 - April 2016

Riverside, Ca

- Reception/Phones
- Filed records and information as needed by owner
- Handled mailing
- Processed returns
- Maintained excellent customer service
- Proficient in Excel, Word, and PowerPoint

Jack Martin Co. Warehouse

January 2012 - December 2014

La Verne, Ca

- Packaged items for sale orders
- Tagged items
- Maintained a high standard of quality control
- Shipped sale items and packaging
- Unloaded shipments of items
- Trained and acted as Lead for temps

EDUCATION

2008 Everest College / Dental Assisting Diploma

2002 Montebello High School / Diploma

References are available upon request.