

555 SW 555 ST.
YourTown, YS. 55555

CELL 555.555.5555
ALT 555.555.5555

First Name & Last Name

Objective To obtain a challenging position in an organization that will utilize the skills I have so far developed.

Experience 2007-Present Atrade Forwarding Corporation Doral, Fl.

Warehouse Worker

- Administered shipping and receiving
- Organized and documented incoming orders into warehouse systems
- Developed purchasing invoices for customers
- Operated forklifts and other warehouse equipment

2006-2007 La Fe Food Corp. Medley, Fl.

Customer Service Representative

- Documented orders needed by frozen and grocery departments in local supermarkets
- Managed all orders received by store managers
- Assisted in promoting products to new local supermarkets

2004-2006 TeleSwitch Technologies Doral, Fl.

Clerical

- Generated numerous technician work orders into computer systems
- Ability to scan, fax, make copies, and organize files
- Multitasked work by helping with reception desk

2001-2004 Hispamer Distributors Miami, Fl.

Warehouse Worker

- Managed shipping and receiving
- Operated forklifts and served as pallet jack operator
- Entered incoming orders into warehouse system.

Education 2001-Graduate Hialeah High School Hialeah Miami, Fl.

Skills Knowledge of all Microsoft Office Operating Systems

References Available
Upon Request