

ARMOURIA LOPEZ

Objective: To provide professional, specialized and efficient clerical support in order to help busy co-workers achieve employer goals, where my skills and abilities will be effectively utilized and developed.
Striving to rise the bar and become a asset to the company.

Skills, Abilities & Summary of Qualifications:

Supervising and Leadership Skills

- 3 years House keeping and clerical experience
- Ensuring workplace met safety policies and procedures
- Proven leadership and communication skills. Understand all P.P.E cleaning, supplies procedures. Great communicator, organized and punctual. Multitasking and critical thinking is my core strengths

Computer Software/Hardware

- ☐ PC platform, Windows XP
- ☐ Excellent command of: Microsoft Word, Outlook, PowerPoint, Excel
- ☐ Internet Accesses
- ☐ Scanners/digital cameras

Clerical Support

- ☐ Office procedures
- ☐ Answering phones
- ☐ Typing, 40 wpm
- ☐ Data Entry
- ☐ Copy and Fax Machines
- ☐ Alpha/numeric Filing

Experience: Customer Service

- ☐ Greeted customers entering establishments.
- ☐ Considerate, Fair and professional service.
- ☐ Enthusiastic a leader and productive assistance.
- ☐ Friendly assertive and patient with customers.

Warehouse Dept., – Shipping & Receiving Clerk

- ☐ Examining contents and comparing with records, such invoices, and or orders.
- ☐ Preparing documents, such as work orders and shipping orders to route materials.
- ☐ Determining shipping method, using knowledge of shipping procedures, routes, and rates.
- ☐ Packing, sealing, labeling, and affixing postage to prepare materials for shipping.
- ☐ Conferring and corresponding with establishment representatives to rectify problems
- ☐ Requisitioning and storing shipping materials and supplies to maintain inventory of stock.

Customer Service, – Customer service & House Keeping

- ☐ Enforce safety and sanitation regulations.
- ☐ Direct and coordinate the activities of employees engaged in the production or processing of goods, such as inspectors, machine setters, and fabricators.
- ☐ Plan and establish work schedules, assignments, and production sequences to meet production goals.
- ☐ Conduct employee training in equipment operations or work and safety procedures, or assign employee training to experienced workers.
- ☐ Read and analyze charts, work orders, production schedules, and other records and reports to determine production requirements and to evaluate current production estimates and outputs.
Understand all maintenance supplies, chemicals and procedures

Employment History:

Home goods Assembly Processor. **07/2013- Present**

Red Lobster Service Assistant, Food Runner, Food Prep, Busser /Food Handlers
Certified **01/2013-7/2013**

St. Timothy's Episcopal School/Church Administrative Assistant, Light Bookkeeping, Light Accounting, Daycare Assistance **02/2012-07/2012**

Vector Customer Service/ Sales Representative Schedule appointments. Manage & Organize Corporate Presentations. Provide visualization for clientele. Provide excellent