

**Reyna Hernandez**  
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**OBJECTIVE:** Receiving and Packing Clerk

**SKILLS:**

- Stocking and Packing
- Quality Assurance
- Inventory Control
- Meat Packaging
- Proficient in a fast pace environment
- Verified Material Manifest
- Quick Learner
- Team Player
- Bilingual (Spanish/English)
- Reliable and dependable

**EXPERIENCE:**

Randstad Staffing/Iron Mountain, San Jose, CA  
***Receiving and Packing Clerk / Shipping Clerk***

2012 - 2014

- Responsible for various assignments in light industrial and assembly.
- Received and reviewed orders for shipping and receiving.
- Assembled and packaged finished goods and shipped in a timely manner.
- Performed Quality Assurance on outgoing packaging.
- Lifted, carried, and transported packages onto pallets.
- Performed various assembly operations in production line.

Mohawk Packing Company, San Jose, CA  
***Meatpacker***

2010 - 2013

- Received and verified product quantities.
- Prepared meats per packing requirements.
- Packaged meats under USDA guidelines.
- Packaged meats in varying amounts using wrapping machinery.
- Lifted up to 35lbs in a safety conscience manner.
- Created labels using computer software.
- Operated packaging and weight machines.

Dollar Tree, San Jose, CA  
***Retail Clerk***

2001 - 2002

- Cashier operations per cash and credit card transactions.
- Checked for proper identification per check cashing.
- Provided effective customer service.
- Greeted, directed, and assisted customers after needs assessment.
- Answered customers' questions and resolved problems.
- *Stocked, organized, and dusted product shelves.*
- *Maintained clean and orderly checkout areas.*