

March 11, 2019

Erika Bracamontes

823 W. 50th place Los Angeles, California 90037 (323) 675-9590

Work History

2007-2019 Us Growers Cold storage /Lineage logistics - Office Clerk.

- I was responsible for answering phones, sending fax, customer service, scheduling appointments for products that were scheduled to go out.
- Document freight that went into the cooler or freezer and warehouse freight locations
- Create and apply bar code labels using MSC item numbers or PO's. and scans labels into warehouse computer system.
- I perform to specified productivity and high-quality expectations, participates in work clean environment.
- I also created and updated reports via data entry for departmental use, perform and research to resolve items or purchase order discrepancies.
- I always performed all my duties following safety guidelines.

2012-2016 Marymount California University - Bon Appetite

- I would prepare cooking ingredients by washing and chopping vegetables.
- Take on basic cooking duties such as reducing sauces, parboiling food etc.
- Prepare simple dishes such as salads, entrees etc.
- Maintain a clean and organized orderly kitchen by washing dishes, sanitizing surfaces, taking out trash etc.
- Preparing and maintaining coffee machine stands to meet guests needs.

2000-2007 The Centinela Group - Account Collector

- Responsible for administrative functions over the phone such as collect payments on current delinquent accounts, Including past-due remainders for 30, 60, 90 and 120 days on a delinquency period.
- Provide payment arrangements depending on customer's needs. Responsible to answer customer's questions regularly.
- My job consists of providing good customers service and to manage contract payment methods. To make sure that both parties were satisfied.

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823 W. 50th place Los Angeles, California 90037 (323) 675-9590

Dear hiring Manager,

For the past 12 years I have worked at Us Growers/ Lineage logistics. I was responsible for answering phones, sending fax, customer service, scheduling appointments for products that were scheduled to go out. Document freight that went into the cooler or freezer and warehouse freight locations. Create and apply bar code labels using MSC item numbers or PO's. and scans labels into warehouse computer system. I perform to specified productivity and high-quality expectations and participate in work clean environment. I also created and updated reports via data entry for departmental use, perform and research to resolve items or purchase order discrepancies. I always performed all my duties following safety guidelines.

I look forward to hearing from you in order to discuss this opportunity in further detail. I can be reached at (323) 675-9590 at any hour. If I am not available, please feel free to leave me a message and I will get back to you at my earliest availability.

Thank you for your consideration,

Erika Bracamontes

Other Technical skills

Work with PC's, Microsoft Excel and Word documents

A team player that is able to multi task, adapt to changes and work well under pressure

Bilingual English/Spanish speaking

Ensure that all safety standards are adhered to at all times

Education

Chatsworth high school, Chatsworth California (1994-1998)

References

Agustin Ceja (310) 953-5540

Compass Group

Donna Novotney- Manager (714) 225-6935

Bon Appetit

German Briones- Manager (323) 321-4419

Lineage logistics

Frank Cardenas- Manager (714) 392-9099

Lineage logistics