Operations Manager Warehouse (Lead/Associate/Clerk/Packing/Material Handler) Administrative Assistant/CSR *Delivery Driver*

 Cherry S. Gomez

 Professional Profile

Planning & using my skills to accomplish in a timely manner all the goals expected all the time. Ensuring that company goals are always done. Making the company improve & to inform them of everything.

Great physical Stamina, Clerical Support, Leadership, Manager, Bilingual, Cooperative Teamwork, Reliable, Fast Learner, Own Car.

Education Computer Skills\_\_\_\_\_\_\_\_

**ERIE NEIGHBORHOOD HOUSE Moraine Valley Community College**

\*SUPPLY CHAIN LOGISTICS CERTIFICATE \*QUICKBOOKS 2018 CERTIFICATE

**WILLIAM H. WELLS HIGHSCHOOL** \*WINDOWS 10 MICROSOFT OFFICE BASIC SEPT2006-JUNE2010 Microsoft word,Excel,PowerPoint2016,Emails,Browsing 

*\** BUSINESS ACADEMY Certificate \*Business basic for Entrepreneurs certificate \*CPR Certified \*Casualty Producer \*Basset Card

OTHER SKILLS*: Excellent Communication, Well Organized, Proficient, Self-Motivated Very Social & Secure, Attention to detail, Friendly, Outgoing, Charismatic, Flexible, Responsible, People's Figure, Marketing, Promoting, Open to Learn New Things!*

**References Position Company Telephone**

Salvador Villegas Manager Villegas Painting’s 773)815-2840 Bryan/Jessica Supervisor/Manager Partner’s Fulfillment 312)991-7159 Steve Manager Dixon Brass Valve 630)323-4442x3523 Jose Mosqueda Teacher Erie Bridge Program 312)714-3425 Curtis Chatman Supervisor Dexter Technologies 708)267-7216 Oscar Luna Manager Royal Prestige 773)939-4376

More References available upon request.

August 9 2021- Present **Amazon Flex**  Chicago & Suburbs (Delivery Driver) (877) 252-2701 \*Delivering packages or groceries \* Timely manner \* Following All Amazon rules \* Careful when delivering packages not getting damaged & following appropriate directions.

Feb 2020-December 2021 **Adecco Staffing** Downtown & Bolingbrook Branch (Data Entry/Clerk/CSR) **Ajilon Staffing** Bolingbrook Branch

 \*Filing Paperwork \*Revising Account Profiles \*Assort account papers in order \* working with personal information \*Handling Checks \*Fixing client files \*Filing away Profiles \*Customer service \*Following schools Drills \*Working with Acero schools \* working with the CDC Department VaxxedAGENT w/ Startrek Agency connection

Oct 2018-March2019 **Partner’s Fulfillment**  Forest Park, IL 60130 (Team Lead/Data Entry Clerk/ CSR) Manager Brian/Jessica 7750 industrial drive

\*filing files \*Entry order and give to packers \*Fixed orders (708)766-0070 (Onsite Leader) \*QC \*Inventory using **(COREFLEX WMS)** \*Packing \*Material Handler \*Answering incoming calls

Aug 2016-Aug 2017 **Bed bath & beyond**  Downers Grove, IL 60515

(Retail Store Temp Job) Manager: John 1548 Butterfield Rd

\*Cashier \*Customer Service \*Selling Liquor \*Beauty Department \*((***Liquor License))\****

\*Pricing \*Store Closer \*Stocking shelves \* Inventory \*Sales & On sale Organizing

 June 2014 – Present **Villegas Painting** Chicago & Suburbs

(Painting/CSR/Data entry Seasonal Job) Manager: Salvador (312)320-8591

\*Assistant/Receptionist \* Customer Service OTP/ Person \* Shopping \* Doing Contracts

\*Setting up appointments \* Managing Money \*Keeping Data & Filing Cabinets

\*Traveling to customer houses, condos, houses, stores \* Doing Estimates \*Supply Checklist

\* Delivering extra supplies or stuff needed to =workers \* Painting & doing Drywall Finisher

\*Making Contracts over the phone/person \*1on1 \*Data entry \* Assisting Meetings/ Orientations \*Driving to suburbs \*Explaining Program \* Greeting & Directing People

May 1, 2015 – Sep 11, 2015 Fred Loya Insurance Chicago, IL 60625

 (Car Insurance Temp Job) Manager: Stephanie 4552 N Western Ave

\*Selling Policies \*Giving Quotes \*Customer Service on Person/Phone ***\*((Casualty License))\****

\*Opening and Closing Office \*Traveling to Other Offices \*Cleaning Office \*Cashier

\*Doing Opening & Closing Reports \* Attending Office Meetings \*Learning \*Presentations

\*Making calls for Payments, Cancellations, Renewals, NSF, Claims, and Changes

\*Endorsements \*Office Supply List \* Running MVR & Clue Report \*Receiving Packages

\*Setting Customer in AUTOPAY \* Count Petty and go deposit to bank \*Passing flyers

\*Taking Pictures and Measurements of Vehicle for Claims \*Keeping everything updated

\*Communicating w/ Claim Department \*Letting other Business Promote in office

\*Keeping Track of documents needed and Filing Cabinets

Oct 1 2009-Present Accurate Personnel North Riverside & Bolingbrook Branch

(Warehouse Industry) Adecco Staffing Downtown & Bolingbrook Branch

 Temp Jobs Agencies Primary Staffing Chicago Kedzie & Bolingbrook Branch

(Other few smaller agencies) Paramount Staffing Bolingbrook Branch

\*Packing Middle East Foods in bags or boxes \*Material Handler \*Teamwork \*Delivering

\*Working w machine filling up bottles of honey, Juice, butter or Tahini \*Gluing

\*Working w machine packing boxes of chips, candies, coffee, Chocolate etc. \*RF scan

\*Labeling and pricing products \* Cleaning Lunchroom \*Cleaning our Department

\*Stacking the boxes making the pallet \*Fixing Games & Signs for Christmas \*Ups & FedEx

\*Making Aluminum Containers & Pans \* Following Instructions \*Making Water bottles

\*Helping QC’s or others \* Thinking Ahead \* Fast-paced \* Helping w/ spreadsheets

\*Packaging \*Stapling \*Mail Sorting \*Material Handler w/ Pallet jack only \*Doing Signs

\*Food lines production associate \*Maid Cleaning Services–Houses & Machines

\*Food line General Labor \*Assistant in shipping/receiving area \*Printing New Orders

\*Picking \*Food Quality Checking \*Fast-Paced \*Organizing \*Mercury Plastics

\*Cleaning offices/ Warehouse for audits \*Chicago Tribune \*Working for Carnivals

\*Navy Pier customer service events \* Vital Proteins \*Banquet hall server \*Laboratory Work

\*Shipping Receiving \*Assembly \*WeatherTech \*Legos warehouse

-On Gaps between jobs i would be working on a warehouse temp job.