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## **EXPERIENCE**

### **Packaging/Order Fulfillment**

*Fossilera*  
*Monroe, WA*  
*April 2019-Present*

Wrap each specimen quickly and efficiently. Specialty package extremely fragile and expensive specimens, based on how vibrations in shipment will affect them. Make sure that specimen doesn't rattle or move around inside of box. Prepare orders for customers to get ready for shipment. Pull order slip, pick items and/or package items for customer, sign off on order slip when complete and place on shipment shelves as quickly as possible. Keep all areas clean, including work table, areas surrounding, bathrooms, garbages and recycling taken out, etc.

### **Processing/Trimming/Order Fulfillment**

*Seattle's Private Reserve*  
*Arlington, WA*  
*August 2017-March 2019*

Trimmed cannabis for a few weeks, moved to Packaging/Processing. Grammed out units ranging from 0.5g-28g, went from slowest time to fastest time logged for gramming. Quality assurance/control. Tracked flower and concentrate inventory. Input tracking sheet data for packaging room employees into the computer spreadsheet. Rolled and boxed up pre-rolls. Assisted with order fulfillment, quickly, on time, while making sure they were perfect. Stickered boxes. Boxed up units. Heat-sealed units. Capped units. When main manager was out, kept fellow co-workers on task at all times.

### **Security Officer**

*Securitas*  
*Bellevue, WA*  
*March 2017-August 2017*

Performed foot patrols, locked and unlocked doors, made sure that assigned site was secured. Completed and adhered to post orders. Provided crowd control and loss prevention, along with campus public safety at Lake Washington Institute of Technology.

### **Barista**

*NW Coffee*  
*Lake Stevens, WA*  
*January 2017-July 2017*

Tamped and brewed the perfect espresso shots. Prepared and served high quality espressos, and other drinks with a positive attitude. Rang up customer orders and gave change. Kept stand clean and orderly, as well as stocked at all times. Connected with the customers(regular and new) on a friendly basis, got to know them.

### **Lay-up Technician/Assembly Technician, Assembly Worker**

*Terra Staffing*  
*Marysville, WA*  
*August 2016-December 2016*

Performed tasks such as forming composite material over molds, read and understood federal documents and blueprint drawings to build aircraft panels to match (C&D Zodiac). Made temporary placements, to find the right fit. Received and prepared shipments of collectible vinyl figurines for large orders to companies such as Amazon, Target, Walmart, etc (Funko, LLC).

### **Scheduling Coordinator/Telecommunications**

*Harley Exteriors, Inc.*

*Bothell, WA*

*July 2015—August 2016*

Made outgoing phone calls, received incoming phone calls, and transferred phone calls. Made cold calls. Conversed with homeowners about the exteriors of their home and possible interest in home improvements such as vinyl replacement windows, roofing, siding, gutter protection systems, and all kinds of exterior doors. Handled difficult complaints from stressed out homeowners. Emailed clients about appointments, and confirmed time schedules as well as made sure all documents handled through email were filed properly.

### **Hostess**

*Olive Garden*

*Tulalip, WA*

*June 2011—July 2015*

Greeted guests, seated them at tables, and provided them with menus. Conversed with guests and make them feel welcome and comfortable. Inspected dining and serving areas. Received and recorded patrons' dining reservations. Operated computer software to seat patrons according to rotation of servers. Received and delivered drink orders, communicated through a headset with management and fellow coworkers, made sure bathrooms were fully stocked with paper supplies. Handled complaints in a professional and positive manner, as well as passing positive comments on to management.

### **Team Member/Trainer**

*McDonalds*

*Tulalip, WA*

*October 2009—April 2011*

Trained new employees in different aspects of restaurant operations. Calculated monetary exchange for Canadian customers. Provided customer service and relayed food orders and obtained information from individuals. Operated food preparation equipment, prepared appetizers, salads, and cold dishes, prepared and served food and beverages, operated cash registers, washed dishes, glassware, and related utensils, cleaned rooms and work areas.

### **Childcare Worker**

*Smokey Point Community Church*

*Arlington, WA*

*September 2007—October 2009*

Supervised 7-12 children, ages ranging from infant to 12 years old.

## **EDUCATION**

Lakewood High School — High School Diploma, 2007-2011

## **SKILLS**

- Good communication skills and positive attitude.
- Quick to learn, and once a task is learned, can speed up while keeping accuracy.
- Able to multitask in a fast-paced environment.
- Ability to think and sort priorities/problems swiftly and calmly.
- Microsoft word, 10-Key, Apple Pages, and phone experience.
- Experience with stressful and conflicting situations.
- Average typing speed of 71 WPM.
- Detail-oriented self-starter.
- Fast Learner and able to work both independently and as part of a team.
- Always striving to give customers a positive and friendly experience.
- Able to stay calm and on task while under pressure.
- Observant and agile performer.

## **Professional References**

### **1) Jayne Thorsen, Olive Garden**

360-633-8716

### **2) Jami Adames, Seattle's Private Reserve**

(425) 244-8819

### **3) Christina Parr, Harley Exteriors**

(509) 260-1157

### **4) Christopher Anton, Seattle's Private Reserve**

(702) 460-4403