

Jasmine Rarugal

Enthusiastic team player with 10 years in customer service

Indianapolis, IN 46239

JasmineRarugal@yahoo.com

(202)904-9212

Willing to relocate: Anywhere

Work Experience

Material Handler/ receiving clerk / Loss prevention dual role

Kohls EFC 5 - Plainfield, IN

October 2019 to January 2021

- Support between the main role as a EFC Material Handler and also the Loss Prevention Physical Security areas as needed or requested.
- Proper documentation of work performance.
- Learn and maintain EFC Physical Security standards.
- Inventory audits
- Trailer audits
- Receive incoming trailers
- Organize and file bill of lading
- Investigate missing inventory
- Receive and stage live loads
- Close aged freight

Property management- Order Writer

Rite Rug Company - Indianapolis, IN

April 2019 to September 2019

- Enter all future orders into RFMS,
- Schedule all jobs in RFMS in Schedule Pro
- Monitor emails and respond to all
- Collect completed work tickets
- Enter installers' pay
- Manager office schedule

Server

OLIVE GARDEN - Avon, IN

November 2015 to June 2019

Delivering exceptional, friendly, and fast service. Managing closing duties including restocking items and reconciliation of cash, Knowledge of POS system to communicate to kitchen. Skillfully anticipating and addressing the needs of guests. Memorizing wine lists and their pairings.

Sample Handling Assistant, Areotek

COVANCE - Indianapolis, IN

April 2018 to April 2019

Worked on multiple teams including on the Biorepository team, long term storage, registration, and shipping. Registering and shipping samples using SMART system. Pulling and packing samples that need to be shipped. Handling sample that are ambient and frozen. Accurately identifying samples that need to be discarded and properly handling them

3rd Shift Server

Streak n shake - Indianapolis, IN
January 2015 to December 2016

STEAK AND SHAKE

Managed drive- thru, fountain, dinning room, and to-go counter. Used POS system to communicate to kitchen. Transcribe customer orders. Expert knowledge of all menu items to inform, endorse and suggest to customers. Light cleaning

Education

Full Stack in Web Development

Eleven Fifty Academy - Indianapolis, IN
January 2021 to Present

HS DIPLOMA

DUKE ELLINGTON SCHOOL OF THE ARTS

Skills

- Creative thinker
- Self- starter
- Great at developing relationships
- Computer Literate
- Great communicator
- Materials Handling
- Pallet Jack
- Shipping & Receiving
- Warehouse Experience
- Loss Prevention
- Order Entry
- Load & Unload
- CSS (Less than 1 year)
- HTML5
- APIs