

ADRIAN BANDA

The Colony, Tx 75056 • (469) 671- 4064 • banda_adrian@outlook.com

PROFILE

Enthusiastic about succeeding and very dedicated to getting as much experience as possible in this field. Strong ability to communicate effectively and efficiently as possible under any given circumstances.

EXPERIENCE

Conifer Health Solutions

February 2020 - Current

7624 Warren Pkwy,
Frisco, Tx 75034
United States

Support Services Representative

- Process requests for medical records, EOB s, Ub92 s, and itemized statements to designated business unit contact.
- Performs various clerical duties such as sorting correspondence, filing, photocopying and scanning and indexing documents. Mail printing, tracking and distribution.
- Office/Team Work Environment.

Edward Don & Company

March 2017 - November 2019

3501 Plano Pkwy,
The Colony, TX 75056
United States

Shipping and Receiving Clerk

- Worked closely with other members of the Warehouse/Operations team as well as with vendors and/or carriers as needed
- Inputted reports daily utilizing SAP software.
- Prepared BOL for all outbound movement.
- Provided typing and filing assistance as needed.

Amazon Fulfillment Associate

October 2016 - January 2017

2701 W Bethel Rd,
Grapevine, TX 76051
United States

Warehouse Associate

- Worked on the receiving dock.
- Unloaded shipments from trucks, checked in packages, wrapped products into pallets.
- Processed, packaged and shipped orders accurately.
- Organized stocks and maintained inventory.
- Inspected products for defects and damages.
- utilized electric pallet jack, standup/forklift and clamp.
- Received, pulled and packed products using frequency scanners

The Tribute Golf Club

September 2014 - September 2016

1000 Lebanon Rd,
The Colony, TX 75056
United States

Banquet Server

- Set up for events by putting out tablecloths and place settings, arranging table placement and setting up a buffet.
- Carried plates of food on trays and served guests.
- Kept glasses filled, removed each round of plates and replenished utensils.
- Performed cleaning tasks and breakdown.

EDUCATION

The Colony High School,
4301 Blair Oaks Dr
The Colony, TX 75056

June 2016