BEATRICE ARREDONDO

203 W Montana Dallas, Tx. 75224 • 682-203-5264 • Arredondobeatrice@gmail.com

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| --- | --- | --- | --- | --- |
|  |  | | Education |  |
| May 2016 | High School Diploma  South Grand Prairie  Grand Prairie, Tx. | |  |  |
|  |
|  | Work experience | | |
|  |  |  | | |

January 2018 - August

2018

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| --- |
| August 2017 - January  2018  January 2017 - August  2017  May 2016 - August 2017 |

Picker

# Dart Warehouse

Pull customer orders

Package customer orders

Stock freight

Participate in inventory cycle counts

Quality Control

Reciving

Reciver

# Geodis

Unloading trucks

Stacking pallets

Wrapping pallets

Labeling

Pick and pull

Packing

Scanning

Demolition

# South River Restoration

Flood and Water Damage Clean Up and Restoration

Fire and Smoke Clean Up and Damage Restoration

Mold Remediation

Contents Restoration

Reconstruction and Capital Improvements

Cleaning and Deodorizing

Receptionist

# Precision Personnel

Greet candidates, Clients and Vendors that come to the main office.

Administer training and tests

Database input of resumes and files

Ensure accurate completion of I-9 and other application forms

Call candidates to confirm interviews

Assist managers in recruiting

Assist payroll in collecting and processing time sheets

https://www.visualcv.com/judith-sanchez