**Shelly Marie Vasquez**

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Kansas City Kansas Apt 5  
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***Strengths and skills***

* Bilingual Spanish/English with fluency in reading, writing and speaking
* Excellent communication skills
* Proficient in all warehouse procedures
* Extensive cash handling experience
* works well with minimal supervision—self starter

***Work Experience***

Collection Rep 1(5-2014/02-2015)

Premier Bankcard

Negotiations with clients into making payments on past due accounts, verification of card holders an updating current information into computer system. Following State guidelines an Federal guidelines, making outbound calls on dailer system , also doing skip call ques ext.

**Order Picker** (11/2012 - 12/2012)  
SMX/ Pascun,  Kansas City, KS   
picking orders , shipping orders, and packing orders to clients.

**Frontend Cashier** (10/2009 - 6/2011)  
Mile High Grocery,  Kansas City, MO   
cashiering , stocking, making , labels, office work , opening and closing, training new employees , meat cutting , deli, answering telephone.

**Cashier** (8/2008 - 10/2009)  
McDonald’s,  Independence, MO   
cashiering , food preparation, general housekeeping

**Cashier** (9/2006 - 9/2007)  
Panda Express,  Liberty, MO   
cashiering, food prep, opening/closing duties, and dish washing , management training.

**Machine Operator** (4/2000 - 10/2000)  
Universal Manufacturing,  Kansas City, MO   
boxing orders , running equipment , pulling orders , machine maintenance, and trouble shooting.

**Collator** (7/1996 - 11/1999)  
Grafic Arts,  Kansas City, MO   
collating , shrink wrapping machine, breaking down boxes, moving pallets, punch press machine, running coils throw backs in books and calendars.

***Education***

**Diploma  
Northeast High School**  
Kansas City, MO