

RUBEN CASTELLANOS



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PROFESSIONAL SUMMARY

Hardworking professional with exceptional talents in fulfillment, communication and [Skill](#). Energetic [Job Title](#) with experience working in solitary role or as part of fast-paced team. Honest and punctual employee. Enthusiastic [Job Title](#) with terrific organization and [Skill](#). Highly communication skills. Known for effectively and promptly completing job duties within expected timeframes. Handled inventory cycle counting, order filling and sorting. Reliable, hardworking and experienced in [Type](#) software.
SPANISH NATIVE SPEAKER
ENGLISH FLUENT SPEAKER

CONTACT

Address: Miami, FL 33142
Phone: 9088083349
Email:
rubendanielcastellanos03@gmail.com

SKILLS

Communication Skills
Empathy
Respectful
Language Skills
Teamwork

ACCOMPLISHMENTS

Superintendent's Scholar in high school.
Honor Roll for senior year.

WORK HISTORY

Picker and Packer, 10/2022 to 01/2023

Amazon - Opa Locka

- Prepared orders for shipment by inserting associated paperwork, tagging boxes and scanning barcodes to upload package data to tracking system.
- Achieved production targets by maintaining high productivity levels and communicating with team members regarding orders and fulfillment.
- Scanned packages and boxes and moved to loading dock for shipment.
- Moved boxes and organized aisles to open up floor space and enable forklift operators to move freely through warehouse.

Cashier, 07/2021 to 08/2022

Extra Super Market - Elizabeth, NJ

- Operated cash register for cash, check and credit card transactions with excellent accuracy levels.
- Worked flexible schedule and extra shifts to meet business needs.
- Helped customers complete purchases, locate items and join reward programs.
- Restocked and organized merchandise in front lanes.
- Maintained secure cash drawers, promptly resolving discrepancies in daily totals.

Customer Service, 05/2021 to 07/2021

Super Super Market - Elizabeth, NJ

- Provided company information and policies to customers upon inquiry and answered questions via phone, email or online chat.
- Described product and service details to customers to provide information on benefits and advantages.
- Developed working relationships with internal and external customers while assisting with account management duties.
- Explained online self-help options to customers to promote additional and after-hours support choices.

EDUCATION

High School Diploma , High School, 07/2022

Admiral William F. Halsey Jr. Health & Public Safety Academy - Elizabeth, NJ