

Aracely Zarate

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Skills:

- Active secret clearance
- Reliable and punctual
- Bilingual (Spanish and English)
- Organizational and planning
- Forklift experience
- Record keeping
- Analytical Problem-Solving
- Proficient in Microsoft Office including Excel and PowerPoint

PROFESSIONAL EXPERIENCE

Logistics:

- Capable of applying logic and spacial reasoning to identify the strengths and weaknesses of alternative shipping solutions, e.g. deploying the correct truck size to receive specific size loads of ammunition.
- Regularly coordinated shipment timelines for between 4-5 companies simultaneously and suggested manpower figures so as to streamline large deliveries and create synergy between all parties included.
- Developed specific goals and strategies to prioritize, organize, and accomplish my duties, e.g. preparing paperwork prior to specific objectives in order to maximize productivity.

Stock Control/warehousing:

- Extensive knowledge of the organization of ammunition segregation, (*separation of ammunition by hazard level*), for safety and inventory purposes.
- Oversaw the process of receiving, issuing, and inventorying ammunition to ensure accelerated turn around and satisfied customers.

Customer Service:

- Combined friendliness, confidence, and patience to answer customer inquiries.
- Kept accurate records of customer interactions and transactions, recording details of inquiries, complaints or comments, as well as any corrective actions taken by my team.
- Ensured appropriate steps were taken to resolve recurring issues, e.g. implementing a two-person review of paperwork where one had not been sufficient.

Communication:

- Excelled in the comprehension of complex problems as presented verbally or in writing, as well as clear communication of complex problems through same.
- Succeeded in capturing crucial details by asking follow-up questions, avoiding interruptions, and repeating information.

CAREER HISTORY

Ammunition Supply Specialist- Kellogg, Brown, and Roots, Taji, Iraq - January 2019- January 2020

Universal Worker/Certified Nursing Assistant- Good Samaritan Society, The Lodge, Mountain Lake, Minnesota- July 2017-December 2017

Ammunition Supply Specialist- A Company 626 Brigade Support Battalion 3rd Brigade Combat Team 101st Airborne Division (Air Assault), United States Army – Fort Campbell, Kentucky -January 2015 to September 2017

Certified Nursing Assistant- Good Samaritan Society, The Village, Mountain Lake, Minnesota- July 2013 to May 2014

EDUCATION AND TRAINING

- Currently enrolled, Bachelor of Business Administration Majoring in Accounting
- Ammunition specialist graduate, Ordnance School, Fort Lee, January 16, 2014
- High Diploma, Mountain Lake Secondary Public School, May 16, 2014