

Amy Salazar

Contact

Address

Manor, TX, 78653

Phone

(512) 540-4220

E-mail

amym3316@gmail.com

Skills

Typing [55] wpm

Office administration

Transcribing documents

MS Office

IRS correspondence

Warehousing functions

Order picking skills

Shipping and receiving

I can provide administrative and technical support. Hardworking and focused administrative professional offering excellent communication, planning and prioritization skills demonstrated through 15 years of customer service. Skilled at drafting reports and business correspondence, managing mail, Exceptional leadership skills with expertise in office and executive workflow to optimize day to day operations.

Education

2001-08 -

Some College (No Degree):

2003-05

Paraprofessional For The Deaf And Hard of Hearing

Southwest Collegiate Institute For The Deaf - Big Spring, TX

1998-08 -

High School Diploma

2001-05

Central High School - San Angelo, TX

Extracurricular Activities:

- Mariachi Band Clubs
- Texas Association of Future Educators

Work History

2022-09 -

Fulfillment Associate/Package Handler

2023-07

Amazon, Pflugerville, TX

- Collaborated effectively with coworkers on initiatives focused on achieving measurable improvements in production quality and workflow.
- Picked and packed order items.
- Maintain clean work area, meeting 98% of inspection requirements.
- Strong attention to detail Scanning items for accuracy and scanning barcodes to track inventory.
- Ability to lift heavy objects and working in loud environment.
- Received and reviewed new orders, located requested merchandise, and promptly initiated processing.

2016-02 -
2022-09

Package Handler

Fed Ex Ground INC., Pflugerville, TX

- EHS participant.
- Alerted supervisors and coworkers of hazards and other issues for quick resolutions.
- Assembled, sealed, and loaded packages into correct trucks.
- Used hand-held scanners and physical logs to accurately track item movements.
- 95% scanned packages accurately and corrects labeling.

2016-01 -
2018-01

Data Transcriber GS-0356 Grade 04

Internal Revenue Submission Processing Center, Austin, TX

- Review W2 Tax documents for specific requirements necessary for processing.
- Verified accuracy of data before transcribing.
- Entered numerical data into databases with speed and accuracy using 10-key pad.
- Processes current year and/or prior year individual and/or business returns and related information.
- Identify and properly route correspondence (e.g., letters, powers of attorney, etc) to appropriate function for processing Interpret taxpayer's intent from available data and complete document in the required format into computer.
- Proved successful working within tight deadlines in fast-paced environment.

2011-01 -
2015-05

Program Coordinator

*Disability Connection / Asset*AmeriCorps, San Angelo, TX*

- Assisting in analyzing systems outlines to develop programs for computer applications, preparing and developing solution programs.
- Organized and managed program development from conception through successful execution
- Maintain programs entered data Advertisements to be posted for all on calendars monthly.
- Maintain 200 counts on monthly calendars daily, mail out and e-mail calendars, newsletter, program

advertisements prior to the event scheduled and supervised staff meetings to discuss new ideas and update participants on program details and milestones.

- Data entered program in Time Tracking; Entered each consumer/Non consumer in Services weekly Advocate and Provide Information and assistance to people with disabilities and their families.
- Provides Peer Support, Advocacy, Information and Referral, Independent Living Skills/Training, Volunteer opportunities and Job Readiness Training.