

# Erika Boreta

## **Finance, Manufacturing, and Customer Service Oriented**

Green Bay, WI 54311

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+1 310 596 7415

- Passionate about learning and acquiring new skills.
- Thrives working in a team environment.
- Developed interpersonal skills by working with business professionals, clients, and staff
- Self-motivated, with the ability to identify needs and set priorities
- Working knowledge of general ledger and financial reporting with keen eye for detail

Authorized to work in the US for any employer

## Work Experience

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### **Summer Helper - Stockroom**

Cintas - Green Bay, WI

June 2023 to August 2023

- Assembled new and used garments for rental use
- General housekeeping duties
- Worked in a team environment

### **Inspector Packager**

N.E.W. Plastics Corporation - Luxemburg, WI

February 2022 to September 2022

- Inspected bottles for quality defects and notify supervisors when there is a quality problem
- Reviewed production records to ensure proper packaging
- Filled out product labels correctly
- Completed all production paperwork in an accurate and timely manner
- Maintained a clean work area
- Followed all safety and Good Manufacturing Practices (GMP) policies and procedures
- Participated on teams, group discussions, and mandatory meetings

### **Summer Help - Packaging Technician**

Nature's Way - Green Bay, WI

June 2021 to September 2021

- Operated packaging equipment, packed, stacked, and performed line quality checks
- Performed quality verifications
- Documented processes of each batch order of vitamin supplements accurately
- Troubleshooted minor machine malfunctions
- Maintained a clean and safe workspace
- Built partnerships through teamwork and communication
- Knowledgeable in safety policies and lockout/tagout procedures
- Worked in a team environment

### **Assembly Worker**

Alwin Manufacturing - Green Bay, WI

February 2021 to May 2021

- Assembled various models of paper towel dispensers, performed quality control checks, packed paper towel dispensers on the line, and palletized packaged towel dispensers
- Rotated in different positions every hour
- Worked in a team environment

### **Seasonal Picker/Packer**

Greatland Corporation - Green Bay, WI

October 2019 to January 2020

- Picked and packaged IRS tax forms and business checks ordered by clients
- Provided customer service

### **Environmental Services Assistant**

Aurora Baycare Medical Center - Green Bay, WI

August 2018 to March 2019

- Cleaned discharge rooms and followed proper patient contact protocol
- Performed other general cleaning duties
- Worked in a team environment

## Education

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### **Associate's Degree in Accounting**

Northeast Wisconsin Technical College - Green Bay, WI

August 2022 to Present

## Skills

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- Retail
- Restaurant
- Manufacturing
- Environmental Services
- Assembly
- Packaging
- Data entry
- General Ledger Accounting
- Accounting
- Journal Entries

## Certifications and Licenses

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### **AHA Basic Life Support (BLS) for Healthcare Providers**

March 2022 to March 2024

eCard Code: 225413693277

## Assessments

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### **Medical terminology — Proficient**

September 2021

Understanding and using medical terminology

Full results: [Proficient](#)

### **Customer focus & orientation — Proficient**

August 2021

Responding to customer situations with sensitivity

Full results: [Proficient](#)

### **Attention to detail — Proficient**

March 2023

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

### **Work style: Reliability — Proficient**

February 2022

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

### **Bookkeeping — Proficient**

January 2023

Calculating and determining the accuracy of financial data

Full results: [Proficient](#)

### **Principles of accounting — Proficient**

January 2023

Preparing financial records according to federal policies

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

## Additional Information

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Dear Hiring Manager,

I am writing to express my interest in having an employment with your company.

I am currently studying Accounting at Northeast Wisconsin Technical College and I am interested in a position you have in your company. In addition to what is in my current resume, I have worked in a seafood processing company in Alaska and worked 12-16 hours when the job requires it at times.

I also worked in a cruise ship in Hawaii called Norwegian Cruise Line and have done various cleaning and laundry operations support while my contract was in effect. Due to the nature of the job there, I gained flexibility and working long hours without a single day off for 5 months straight. I also have over 10 years of experience with dealing with customers and I am always willing to provide great customer service.

I look forward to hearing from you soon. Thank you for your time and consideration.