

# Vicente Osorio

A self-assured individual who possesses a deep understanding of their career aspirations. Seeking a position that offers a flexible, 3-day work week, ideally in a solitary or small-team environment where he can utilize his organizational, clerical, and attention-to-detail skills. His background in data entry, mailroom operations, and inventory management, combined with a strong ability to work independently, make him well-suited for roles in clerical, administrative, or technical support positions.

## WORK EXPERIENCE

### Murad

Office Support Specialist -2020

- Managed company product inventory, including handling packaging, shipping, and restocking materials.
- Organized and sorted incoming and outgoing mail for timely distribution.
- Performed regular office upkeep, including cleaning and organizing meeting rooms and kitchen areas.
- Efficiently created shipping boxes and prepared items for delivery.

## JOB TRAINING

### Kinecta Federal Credit Union

Mailroom Coordinator Intern- 2024

- Assisted in the monitoring of the Arrival Tracking System to ensure packages were being properly logged in the system and delivered.
- Sorted and distributed U.S. and Credit Union internal mail and prepared certified mail.
- Operated mail room equipment such as postage meter machines, special postage scales, tape machines and sorters

### Mychal's Printing and Embroidery

Quality Control and Packaging Assistant-2022-2023

- Performed quality checks on final print products, ensuring attention to detail and accuracy before shipment.
- Assisted with inventory checks and product packaging.
- Worked with a familiar team, contributing to a highly efficient work environment.

## SKILLS EDUCATION

Harbor City College-2014

Carson High School-2013

## CERTIFICATIONS

- Highschool Diploma