

Flor Mireya Gonzalez

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SUMMARY

Expert in strategic planning and managing projects from beginning to end. Strong in business development, quick learner and goal oriented. Excellent work ethic and outstanding communication skills. Exceptionally detail oriented, team player, organized and capable of working on multiple tasks.

SKILLS AND QUALIFICATIONS

- User of computer applications such as Microsoft office (Word, Excel, PowerPoint, Access), AutoCAD, and experience in ERP, MRP systems and various email hub software(s).
- Bilingual (English and Spanish), with translation experience.
- Great ability in the use of math and measuring equipment.
- Strong leadership skills, and team work efficiency.

EXPERIENCE

HD Supply –White Cap

May 2013-Mar 2015

Inside Sales / Inventory Specialist

- Responsible for maintaining an accurate inventory by completing effective daily and random cycle counts of commodity and high moving products
- Responsible for creating solutions to minimize branch's financial losses by keeping track of in-house, aged and time-sensitive inventory; detect inventory errors and finding solutions for inventory adjustments after effective research of system files.
- Maintain branch's leadership informed of transaction errors and solutions by creating requisitions for inbound and outbound inventory as necessary to maintain stock levels.
- Extensive knowledge of inside sales, customer service, and inventory purchasing.

Minuti Coffee

April 2010 - July 2012

Opening Manager, Barista

- Responsible for managing shift team and shift scheduling throughout determined periods.
- Maintained cash register accuracy throughout the shift.
- Ensured customer satisfaction by selling/suggesting menu items to their liking, and preparing the desired menu items to the specific instructions and ingredients.

Lone Star College-North Harris

Aug 2008 – July 2011

Student Trained in Admissions and Recruitment Support (STARS)

- Managed communications for recruiters and scheduled appointments for prospective/new students as well as recruiting new students both over the phone and in persona.
- Answered any questions the prospective/new students may have had about their registration process and/or directed them to the appropriate person according to their tailored academic needs.
- Spoke to large groups of students and directed guided campus tours.

EDUCATION

Houston Community College

Aug 2014 - Present

Perusing Associate of Engineering (Fall 2015)

University of Houston–Main Campus

Jan 2013 - Dec 2013

Attended for B.S. in Mechanical Engineering Technology

Lone Star College System

Aug 2008 - Dec 2012

Associate of Science

References upon request