

Alicia Alvarez

Northglenn, CO

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Work Experience

Inventory Coordinator

Italian Terrazzo and Tile - Raleigh, NC

January 2022 to May 2023

1. Enter warranty orders in JDE.
2. Ensure material arrival according to service date.
3. Schedule installer and/or Service Technician to service appointment.
4. Print work orders with builder service paperwork.
5. Assign correct installer and/or Service Technician to purchase order.
6. Receive labor PO once installation is complete.
7. Provide status update to builder representative (i.e. complications, completions, etc.).
8. Compile all order data, communication, and completed/signed paperwork to header of order.
9. Field calls from Service Technicians and homeowners.
10. Attend weekly administrative meetings.
11. Interface with other departmental team members to solve problems that cross departments.
12. Other customer service, administrative, and clerical duties as assigned.

Self Employed - Raleigh, NC

November 2018 to December 2021

Self employed. Delivery services for different companies.

Administrative Assistant / Logistics Coordinator

Tri-Meats, Inc - Weston, FL

June 2017 to September 2018

- Typed documents such as correspondence, drafts, memos, and emails, and prepared reports weekly for management
- Opened, sorted, and distributed incoming messages and correspondence
- Purchased and maintained office supply inventories, and being careful to adhere to budgeting practices
- Greeted visitors and determined to whom and when they could speak with specific individuals
- Recorded, transcribed and distributed minutes of meetings
- Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers
- Maintain utmost discretion when dealing with sensitive topics
- Manage travel and expense reports for department team members

Purchasing Coordinator

Supermarket Source - Hialeah, FL

March 2016 to June 2017

- Responsible for the accurate entry, proofing, maintenance and submission of purchase orders based on customer demand, stock replenishment and management direction
- Responsible for the accurate entry, proofing and maintenance of supplier container shipments
- Maintain superior level of accuracy while creating and verifying purchase order information including proper product cost, shipping instructions, etc.
- Coordinate order status report submissions from suppliers. Resolve changes and discrepancies, and update purchase order information accordingly
- Routine purchase order review and follow-up, and expediting of orders
- Maintain supplier price lists
- Review and resolve supplier invoice discrepancies
- Communicate professionally and courteously directly with suppliers in relation to order processing as required to resolve issues and receive order acknowledgements
- E-File all order documents and electronically attach to appropriate system locations per document management system
- Maintain stock levels of supplies and make Maintenance, Repair and Operating purchases

Customer Service/Admin Assistant

Betty Dain Creations - Miami, FL

February 2011 to January 2016

Clerical Position/Manufacturer and Importers of Beauty & Barber Supplies

- Answering Phones
- Filing Orders & Payables
- Receiving Orders/Order Entry
- Invoicing
- Checking Credit References
- Reviewing Freight Bills/Approving them for payment
- Greeting Clients
- Sorting and Distributing Mail
- Assisting the Office Manager
- Very Experienced in Microsoft Word, Excel, & Outlook (some QuickBooks)

Admissions Processor

St. Thomas University - Miami, FL

August 2006 to May 2010

Switchboard Operator/Admissions Processing Dept.

- Operating main Switchboard
- Greeting Staff and Students
- Receiving Applications & Supporting Documents
- Data Entry
- Scanning
- Filing

Education

Associate's degree

Skills

- Customer Service
- Logistics
- Shipping
- Order Entry
- Purchasing
- Multi-line Phone Systems
- Budgeting
- QuickBooks
- Documentation review
- Personal assistant experience
- Administrative experience
- Microsoft Office
- Microsoft Excel
- Data entry
- Microsoft SharePoint
- Manufacturing
- Oracle
- JD Edwards
- Microsoft Outlook
- Bilingual
- Spanish
- Customer support
- Presentation skills
- Order fulfillment
- Windows
- Hotel experience
- Microsoft Access
- Restaurant experience
- Google Docs
- iOS
- Construction
- Schedule management

Certifications and Licenses

BLS Certification

Driver's License

CPR Certification