

Ciclally Trevizo

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To obtain a full-time position within the company by utilizing a variety of skills learned through training in current and previous fields. Highly-motivated employee with desire to take on new challenges. Strong worth ethic, adaptability and exceptional interpersonal skills. Seeking entry-level opportunities to expand skills while facilitating company growth.

Work Experience

Logistics Analyst

JBS USA

January 2021 to October 2023

- Responsible for logistics which includes coordination with steamship lines, Customs, USDA, inspection/warehouse locations, and trucking/dray companies
- Extensive communication with customers to coordinate shipments and documentation required.
- Conducted inventory checks and resolved discrepancies.
- Managed inbound and outbound delivery schedules for optimal flow of goods.
- Communicated with customers and management to report delays, emergencies, weather challenges and carrier schedule changes.
- Planned and prioritized day-to-day shipments and billing in collaboration with the warehouse and sales team.
- Improved lines of communication between company and customers.

Sales Coordinator

JBS Imports Case Ready and VA Programs

June 2022 to March 2023

- Responding to complaints from customers and giving after-sales support when requested.
- Input customer data into the system, updating information regularly with changes to buying habits.
- Fostered relationships with customers to expand customer base and retain business.
- Worked with production teams to assess, update and optimize delivery dates for customers.
- Consulted with long-term, new and prospective customers to understand needs and propose ideal solutions.

Logistics Assistant

JBS Imports

July 2020 to January 2021

- Coordinates office services, such as personnel, housekeeping, records control, and special management studies.
- Data entry such as inspections, discrepancies, holds, and clearance of incoming containers.
- Collaborated with warehouses and other entities to coordinate physical movement of products between internal sites.
- Evaluated problematic conditions to resolve issues and optimize service level

Administrative Assistant

Fuzion Field Service

November 2019 to April 2020

- Ensures all equipment usage is tracked and recorded appropriately through creating downtime reports, updating, and verifying equipment hours, entering and updating standby time Creating daily field logs for Transportation Department
- Performs miscellaneous tasks as directed by supervisors and assisted with miscellaneous tasks as requested
- Answered phone calls and emails to provide information, resulting in effective business correspondence.
- Developed administrative processes to achieve organizational objectives and improve office efficiency.
- Tracked and submitted employee timesheets to prepare for payroll processing.
- Coordinated travel arrangements and completed expense reports for travel reimbursement.

Education

Liberal Arts

Aims Community College

2017 to Present

High School Diploma

University Schools

May 2017

Skills

- Fluent Spanish & English
- Internal Communication
- Time Management
- Inventory Management
- Administration
- Customer Relation Management
- Account Management
- Logistic Support
- Performance Management
- Negotiation
- Clerical Skills
- Prioritizing
- Sales
- Attention to Detail
- Exceeding Customer Expectations
- Microsoft Office
- SAP Software
- Transportation management systems

- Customer relationship management
- Customer service
- Supply chain
- Account management
- Procurement
- Negotiation
- Sales
- Office management
- Forecasting
- Clerical experience
- Databases
- Order fulfillment
- SAP
- Purchasing
- Relationship management
- Project planning
- Project management
- Product management
- Microsoft Project
- Leadership
- Analysis skills
- Customer support
- Communication skills
- Continuous improvement
- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- Microsoft Office
- Administrative experience
- Sales management
- Computer skills
- Data analysis skills

Links

www.linkedin.com/in/ciclally-trevizo

Assessments

Workplace safety — Proficient

December 2023

Using safe practices at work

Full results: [Proficient](#)

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