

CRYSTAL CABAZOS

EVANS, CO 80620 (720)-979-2454 CRYSTALCABAZOS@GMAIL.COM

EXECUTIVE SUMMARY

Administrative Professional with extensive experience in Customer Service as well as Logistics/Shipping. I work well alone or with a team, and I always bring positivity and provide exceptional customer service. I possess the ability to adapt to any situation with an emphasis on a positive resolution. Having learned many programs over the years; I tend to pick up new routines and programs quickly. I bring a positive, can do attitude to the team with a lot of energy and passion for my work.

CORE COMPETENCIES

Exceptional Customer Service Logistics/Shipping Team/Independent Worker

Multi Line Phone Calls 50+ daily Data Entry Payroll SAP System

SDS Sheets Month End Accruals Greeting Clients/Customers

Microsoft Office Products (Word, Excel, Outlook, OneNote, Etc.)

PROFESSIONAL EXPERIENCE

RECEPTIONIST/ADMINISTRATIVE ASSISTANT

50+hrs/wk.

09/2020 – present

Shoco Oil/Sam Hill Oil – Commerce City, CO

One of the biggest tasks I have here is running the daily reconciliation report, having it converted to an excel spreadsheet, and invoicing customers through Factor. While doing this I am also constantly assisting customers with their fuel, and lubricant purchases as well as creating gas cards for customers/companies as needed.

- Factor
- Gasboy
- Ordertank
- Microsoft Office Systems (Excel, Word, Outlook, etc)
- Phone Calls (30+daily)
- Customer Service

CUSTOMER SERVICE REP/ADMINISTRATIVE ASSISTANT

40+hrs/wk.

02/2020 – 09/2020

Land O' Lakes/Winfield Solutions – Kelly Services, Longmont, CO

Customer Service, data entry, and attention to detail are staples of this job. I would utilize programs such as JDE, and Oracle to make sure the 100+ call/email orders we receive are entered in correctly, set for production, and labeled properly for shipping.

- Customer Service
- Phone Calls 100+/day
- Emails 75+/day
- JDE, Oracle
- Environmental Health & Safety Training
- Word, Excel, Outlook, Teams, UPS

ADMINISTRATIVE ASSISTANT/DISPATCH 40+hrs/wk.

08/2019 – 02/2020

Halliburton – Chase Services, Ft. Lupton, CO

Doing dispatch at Halliburton was a rewarding job. Using Mix Telematics, and Journey Management; I would plan, and route employees across the Midwest to different job sites, making sure to check the road conditions, and weather along the way to ensure they would have the safest, yet fastest trip possible.

- Dispatch 100+ calls/day
- Journey Management/Mix Telematics
- Wex Cards
- SAP, Word, Excel, Cisco

CUSTOMER SERVICE REP/ADMINISTRATIVE ASSISTANT 40+hrs/wk.

03/2019 – 08/2019

Metal Sales – Kelly Services, Longmont, CO

This was a job where I really was able to utilize my customer service skills along with data entry and 10 key. Our field sales agents would call in with custom customer orders, and I would enter all the information making sure to double check all the dimensions with the customer before we began production. I would then schedule the materials for delivery.

- Customer Service
- Attention to Detail
- 100+ Emails/Calls per day
- Data Entry/10 Key
- XA400, Word, Excel

Receptionist

40+hrs/wk.

03/2013 – 03/2018

Gro Tec – Pennington Seed, Longmont, CO

As the front desk receptionist, I made sure everything ran smoothly. From Greeting Clients/Customers/Drivers with a smile to assisting in Payroll and making sure all SDS sheets were accurate and up to date my day was filled with a variety of things to do.

- Logistics/Shipping
- Payroll, Month End Accruals, Certificates of Liability
- Retail Link, Lowes Link, Office Supply Orders
- SAP System, Excel, Word, Outlook, One Note