

# Dena Trujillo

## **Administration**

Loveland, CO 80537  
[trujillo\\_dg@yahoo.com](mailto:trujillo_dg@yahoo.com)  
970-5811179

Authorized to work in the US for any employer

## Work Experience

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### **International Logistics Coordinator**

JBS - Greeley, CO  
October 2012 to Present

International logistics coordinator - responsible for coordinating and tracking worldwide shipments from their starting points (plant/freezers) to final destinations (Asia) in the most efficient and cost-effective ways possible. Must always stay up-to-date with developments in the region assigned and keep track of the various prices and route-services of other shipping companies. Strong math skills and extensive knowledge of company policies related to shipping and import/export rules and regulations.

Documentation Specialist-responsible for preparing and following up on all documentation necessary for export shipments. Preparing and coordinating all export documents to ensure they are accurate and ensure proper and timely handling of documents.

### **Office Manager**

Academy Mortgage/Destiny Lending LLC - Loveland, CO  
April 2007 to August 2008

- Administrator for all accounting, human resource and payroll operations and functions. Account payable, account receivable, account reconciliation and data entry.
- Administrator for all network systems, database management and planning.
- Coordinated and maintain company website, marketing campaigns and newsletters.
- Kept updated and well versed on all current programs and distributed this information to office visitors and callers.
- Supervised office activities to achieve maximum expense control and productivity.
- Arranged meetings, scheduled appointments and traveled arrangements as requested.
- Composed routine correspondences, reports, forms and other materials.
- Coordinated office services such as housekeeping, purchasing office supplies, ordering catering when needed and maintained office equipment (computers, fax machines, printers, photocopy machine, telephone system, server maintenance and mail.)

### **Credit Loan Officer (Director) - Credit Program**

Jicarilla Apache Nation - Dulce, NM  
January 1998 to April 2007

- Performed daily administrative and operating duties; Supervised 8 employees
- Interviewed and advised applicants of the loan application process
- Conducted credit and financial analyses on applicants credit worthiness

- Reviewed and processed 20-40 consumer loan applications per week
- Prepared analyses and recommendations for 15 mortgage/vehicle loan applications per month to the Board of Director's
- Technical advisor to the Board of Director's and Council
- Participated in selection and examination boards to evaluate new employee candidates.

Jicarilla Apache Nation Dulce, N.M. <Promoted>

Pension Plan Specialist - Human Resources

- Implemented, and administered company retirement benefit program and savings program.
- Conducted new employee orientations, ensuring all necessary forms and documents are completed. Coordinated benefits and reviewed benefits forms to ensure accuracy and coordinated with third party administrators.
- Answered benefit questions for managers and employees, as well as assist with problem solving.
- Acted as a liaison between employees and insurance carriers to resolve problems and clarify benefits.
- Conducted exit interview when employees leaving the company. Providing them with pertinent and accurate information.
- Conducted with annual benefit renewals and presentations, including enrollment procedures.
- Accumulated data, initiated transactions, set up and maintained all records
- Communicated information to all Employees, Payroll Office, Retirement Board, Actuarial Consultants and Bank Trustee.

Jicarilla Apache Nation Dulce, N.M. <Promoted>

Advisor - Higher Education Program

- Counseled, advised and assisted applicants in the application process
- Prepared monthly scholarship recommendations to the Committee for approval</Promoted></Promoted>

## Education

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### **Human Resources Certificate**

AIMS Community College

January 2010

### **MBA in Business Administration**

University of Phoenix Online - Phoenix, AZ

2003 to 2006

### **Bachelors of Arts in Business Administration**

Fort Lewis College - Durango, CO

1995 to 1997

## Skills

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- Logistics (7 years)
- Supply Chain (7 years)

- Customer Service (10+ years)
- International (7 years)
- Import Export
- Trucking
- Shipping (7 years)
- Dispatch
- Shipping Receiving
- Accounting (3 years)
- Accounting Software (3 years)
- Microsoft Office (10+ years)
- Computer Literacy (10+ years)

## Assessments

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### **Scheduling — Proficient**

January 2020

Cross-referencing agendas and itineraries to avoid scheduling conflicts.

Full results: [https://share.indeedassessments.com/share\\_assignment/9u0ozmx3q0w0ti9r](https://share.indeedassessments.com/share_assignment/9u0ozmx3q0w0ti9r)

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

## Additional Information

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• Excellent management skills • Superior Customer Service and Communication skills (oral and written) • Strong interpersonal and organizational skills • Solid financial and analytical skills • Advance experience with MS applications and software • Remarkable problem solving and conflict resolution skills • Sound consulting skills and decision-making skills • Working knowledge of business management, human resources, accounting and finance.