

DENISE MARTINEZ

8772 CARR LOOP

ARVADA, CO 80005

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PROFESSIONAL SUMMARY

Friendly Sales/Administrative Associate adept at working in diverse retail and customer service environments and is more than capable of learning new job skills.

Skills

- Fast learner
- Excellent communication skills, both verbal and written
- Strong organization skills
- Goal-oriented
- Strong ability to handle multiple tasks
- Good telephone and in-person courtesy skills
- Exceptional work ethic

TECHNICAL SKILLS

- MS Office, Outlook, Service Channel, Big Sky, Ariba, FM Pilot2, Verisae, Facility Maintenance, Sanofi, CorrigoPro, ViryaNet Service Portal

WORK HISTORY

KING SOOPERS

Cashier/Courtesy Clerk 8031 Wadsworth Blvd. August 2004-November 2005

- Used in depth knowledge of store goods and their location to assist customers with retrieving what they needed.
- Proven ability to quickly and efficiently serve customers.
- Bagged customers goods in an efficient and timely manner.
- Responsible for accepting payments from customers and giving change and receipts.
- Operated cash register.
- Handled several transactions daily correctly to ensure the amount in drawer was right.

TARGET

Night Stocker 7899 Wadsworth Blvd. August 2007-September 2008

- Handled incoming stock deliveries during the night by assisting and unloading trucks.
- Sorted received items and made groups according to types of materials.
- Transported freight to sales floor.
- Made sure excess materials were placed in storage rooms.
- Handled stock inventory and made sure it was accurate.

BED BATH & BEYOND

Sales Associate 7225 W88th Ave August 2010-July 2012

- Maintained constant presence on sales floor to accommodate customer needs.
- Prepared for promotions by rearranging stock, adding signage and retagging merchandise.
- Processed customer payments by cash, check and credit card.
- Managed upset customers, conflicts and challenging situations.
- Helped in the gathering and counting of the drawers at the end of the day.

SOURCE REFRIGERATION & HVAC

Data Entry/Administrative Assistant March 2018-July 2019

- General office duties including but not limited to, phones, filing, scanning, copying, boxing and moving files.
- Invoice history lookup and redistribution as necessary. Worked with collections department to determine where invoices were sent and who the contact person was that received the invoices.
- Scanning and attaching documents into Dynamics via Report Utility.
- Printing, sorting, and mailing invoices to customers.
- Data entry of invoices into customer's portal.

Education

GED

Jefferson County Schools

Denver, CO 2017