

Ivonne Tamez

Sales Analyst - Pilgrim's Pride Corporation

Evans, CO 80620

itamezval@gmail.com

(970) 590 - 7821

Authorized to work in the US for any employer

Work Experience

Administrative Assistant

Pilgrim's Pride - Greeley, CO

January 2018 to Present

Manage the day-to-day calendar for Department Leads.

Coordinate conference rooms and meetings for Department Leads and Pilgrim's team.

Arrange travel and lodging for employees and new recruits, maintaining JBS policy.

Plan and coordinate events and conferences for Pilgrim's team.

Submit and reconcile expense reports for all Department Leads.

Prepare and modify documents including correspondence, reports, drafts, memos and emails.

Perform routine office duties to help efficiently provide excellent employee/customer service.

Maintain and process contacts and invoices for events held at designated locations

- Prepare and bound Investor Relations presentations for yearly conferences.

Sales Analyst

Pilgrim's Pride Corporation - Greeley, CO

2015 to Present

- Identify and analyze variances
- Track Utilities, Operating Costs, Packaging / Ingredient Waste, etc
- Helps drives managers to find cost effective ways to improve operations
- Helps increase communication and coordination within the organization
- Develop dashboards and visualization tools.
- Perform competitive analysis on all segments of our business
- Perform price and mix optimization analysis

Administrative Assistant

Executives

2014 to 2015

- Manage the day-to-day calendar for Executives.
- Coordinate conference rooms and meetings for Executives and Pilgrim's team.
- Arrange travel and lodging for Executives, employees and new recruits, maintaining JBS policy.
- Plan and coordinate events and conferences for Executives and Pilgrim's team.
- Budget and audit corporate spending.
- Manage and process invoices for payment.
- Maintain Marketing accounting invoices, requisitions, and purchase orders.

Customer Service Specialist

JCPenney's Store - Greeley, CO

2012 to 2014

- Received highest accolades from Customer Service Surveys.
- Upsold credit applications daily, with a monthly percentage of 5%.
- Assisted Customers with online orders that generated online sales by 2%.
- Resolved questions, orders, bill payments, and purchases.
- Empowered associates with clear communication, expectations, and training.

Department Manager

Wal-Mart Store

2006 to 2009

- Maintained zero out of stocks consecutively.
- Organized and structured Holiday Modules change outs.
- Recruited, interviewed, and evaluated employees.
- Maintained low inventory with product ordering and shrinkage by 15% of previous department manager.
- Organized and featured monthly products and increase sales by 7%.

Dept Manager

Wal-Mart Store - Greeley, CO

2005 to 2009

Education

Bachelor of Science in Business Administration in Management Theory and Practice

University of Phoenix

2014

Skills

- Budgeting (5 years)
- Customer Service (6 years)
- RECEPTIONIST (2 years)
- RETAIL SALES (2 years)
- Employee Evaluation
- Administrative Experience (6 years)
- Event Planning (6 years)
- Time management
- Office experience
- Typing
- Microsoft Office

Certifications and Licenses

Driver's License

Notary Public

May 2019 to May 2023

Stamp is valid for 3yrs.

Additional Information

Exceptionally detail, organized, and highly accurate business professional with a unique ability to successfully manage multiple projects simultaneously. Serve as primary point of contact for and liaison between management, personnel, clients, and vendors. Maintain excellent written and oral communication skills, high level of confidentiality, and problem resolution abilities. Well developed Interpersonal communication skills to work effectively with people from diverse professional and cultural background. Core areas of performance include:

Core Competencies

Bilingual in Spanish Proficient in MS Office Staff Training

Exceptional Customer Service Interpersonal Communication Budgeting