

Javier Polanco

Houston, TX

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Professional Experience

Nationwide Trailers

Houston, TX

A trailer dealership that sells new and used trailers, parts, and accessories, and offers services All over the US.

Purchasing Assistant / Data Entry Specialist

Oct 2023-Present

- Coordinated and sent weekly orders for parts to 11 locations across the US, ensuring timely fulfillment.
- Managed the receipt of delivered parts in the in-house software, confirming accuracy with each location.
- Resolved vendor issues by directly addressing discrepancies in orders, invoices, or deliveries.
- Improved the efficiency of the ordering process by creating Excel templates, significantly reducing processing time.

Collaborative for Children

Houston, TX

A non-profit organization dedicated to improving the quality of early childhood education and care.

Data Entry Specialist

Apr 2022-Dec 2022

- Collaborated with over 35 childcare centers in training their staff on the new data procurement procedures.
- Collected and analyzed the academic performance of over 600 students across all centers throughout the year and produced a report outlining the key findings.
- Implemented new data collection system to standardize the company's student database
- Developed custom Excel templates that streamline the process of entering data into the database, improving efficiency and accuracy.

Food for the Poor

Coconut Creek, FL

A Christian nonprofit organization that provides food, medicine, and shelter, among other services, to the poor.

Data Entry Specialist

Apr 2020-Jan 2021

- Entered data from over 500 pieces of scanned mail into the company's processing software and donor database, ensuring accurate and up-to-date records.
- Designed user-friendly Excel templates that simplify the process of sorting and reformatting bulk data. This resulted in daily tasks that used to take hours to do, being completed in 30 minutes.
- Proved to be highly adaptable and quick to learn, allowing me to take on responsibilities in other sections of the department when necessary and feasible.

Comcast

Miami-Dade, FL

Engages in the provision of video, Internet, and phone services.

Quota Operator

Mar 2019-Aug 2019

- Scheduled and appointed dozens of field technicians in my assigned work areas, taking into consideration the technicians' availability to ensure the efficient allocation of our resources.
- As tickets updating the technicians' status came in, I retrieved and updated their schedules by rearranging and reassigning them in the area as needed.

Education

Hostos Community College

Sep 2013-Jun 2015