

Jerica Herrera

Longmont, CO

jericaherrera3_x3r@indeedemail.com

+1 720 296 5588

Work Experience

Vendor Solution Representative

TD SYNnex

August 2015 to Present

- Satisfy quote requests, book orders, and handle general inquiries with our partners and customers via email and phone
- Create financial quotes for hardware and software support via our internal quoting software
- Manage active customers spreadsheet via Excel and Microsoft Teams to ensure accurate discounts and contact information
- Negotiate with our suppliers for special pricing to customers
- Data entry into our database (SAP) which includes contact and shipping information for suppliers, end users & resellers.
- Book purchase orders into our system ranging anywhere from \$1-\$3 million

Office Manager

ClearEcos

February 2015 to July 2015

- Received incoming calls for prospective accounts and handle accordingly
- Reviewed and updated our database daily to ensure accurate account information for our customers
- Delegated daily office tasks to a team of 2-4 people
- Assisted the CEO with both business and personal matters
- Oversaw the company finances which included payroll, accounts receivable & payable
- Performed daily office duties that included scanning & filing, managing & ordering office supplies as needed and store runs

Parts Fabricator

Creative Foam

April 2014 to February 2015

- Tracked part lot numbers via Excel to ensure a complete kit was manufactured
- Heavy lifting (50lbs) which included inserting raw materials into a gang saw for different cuts and raw materials during the manufacturing process as well as the use of power tools
- Inspected the parts to ensure quality as well as correct measurements
- Collaborated with team members to ensure we met our daily quota of 6 kits/day

Front Desk

Planet Fitness

December 2013 to April 2014

- Greeted guests which included giving tours of the facility and signing up new members

- Completed nightly closing routine by cleaning up the facility and cashing out the register to account for all sales and member fees from the day.
- Updated members billing and personal information within our database to ensure late fees weren't incurred
- Enforced gym rules and regulations to ensure a safe and comfortable environment for all our guests

Receptionist

BSI Employment Agency
March 2013 to August 2013

- Directed incoming calls using a multiline phone service
- Prepared formal letters & other documents as needed for the attorneys
- Tracked petty cash via Excel spreadsheet
- Performed daily office duties that included reserving & setting up meeting rooms, scanning & filing, managing & ordering office supplies as needed
- Filed and sorted incoming & outgoing mail, faxes and messages

Education

Associate of Occupational Studies Degree in Business Administration- Accounting

Institute of Business and Medical Careers
2012

Skills

- Payroll
- Excellent with Data Entry, Microsoft Word, Excel, PowerPoint, and Outlook, excellent ability to stay calm and focused under stressful conditions, independent worker, form and maintain positive relationships, multi-line phone, organized and detail orientated, strong time management and critical thinking skills, prioritize tasks according to importance, ability to maintain high level of confidentiality.