

# Manuela Corral

Severance, CO 80550

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Great customer service skills and Microsoft programs. Organized task from most to least important.

Multitasker and English and dedicated. Looking to learn everything about this company and grow within.

Willing to relocate to: Greeley, CO - Loveland, CO - Fort Collins, CO

## Work Experience

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### **International Sales Coordinator**

JBS USA Holdings-Greeley, CO

January 2023 to April 2024

Maintained order for customers organized/updated by creating spreadsheets and documenting transactions

Coordinated shipping logistics with operations team to ensure timely deliveries for international orders

Assisted customers in product weights, amounts, and brands based on market changes addressed concerns promptly and efficiently over email/phone.

Developed relationships with clients and potential clients to improve business growth.

Attended monthly sales meetings and quarterly sales trainings.

### **Freight Planner**

JBS USA Holdings-Greeley, CO

May 2022 to January 2023

Worked with carriers to schedule pick up of product from plants and ETAs of delivery while negotiating rates based on market changes.

Researched areas of improvement and cost savings.

Sorted carriers to create lists of availability, pricing, and location to help my team.

Calculated miles and mandatory breaks to have a better ETAs

Met with carriers to explain improvements needed for better business

### **Traffic Customer Service**

JBS USA Holdings-Greeley, CO

June 2021 to May 2022

Maintained clear communication of issues between sales reps and carrier will documenting and following up as needed.

Employed as team lead to take on all duties from team when absent

Helped interview to determine best fit for team

Very organized and prompt on my responses

Took charge of any and all issues

### **Mailroom Clerk/Receptionist**

JBS USA Holdings-Greeley, CO

June 2018 to June 2021

Position was 2 jobs in 1

Receptionist

Maintained efficiency by managing corporate communications and answering /directing phone calls achieving 100% of productivity.

Greeted/signed in customers and emailed employees for acknowledgment

First line of defense. In charge of calling for an ambulance if someone was in need of medical attention

Deescalate situations with employees coming in from the production plants.

Booked conference rooms for employees.

### **Waitress/Bartender**

Coco Pirata-Greeley, CO

April 2017 to February 2018

Updated customers changes and updates to maintain quality service relationships

Addressed any concerns or complaints quickly

Frequently communicated with staff to stay up to date on supply availability

Answered phone calls politely and promptly

Calculated charges, issued table checks and collected payment from customers.

### **CSR**

Teletech-Greeley, CO

January 2015 to February 2017

Managed Bank member accounts and documents

Helped navigate and troubleshoot webpage

Notated accounts with anything happening on the phone call

Handled a lot of personal information with confidentiality

### **Administrative Assistant**

All N All Transport-Fort Lupton, CO

January 2012 to October 2014

Managed records by performing data entry, creating spreadsheets, and maintaining schedules ensuring complete records accuracy.

Tracked and submitted employee time sheets

Data entry into Quickbooks

Guided staff through software issues

## Education

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### **High School Diploma**

Platte Valley High School

## Skills

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- Customer Service
- Client Assistance
- Query Management
- Office Organization
- Problem Resolution
- Time Management
- Microsoft Office Suite, SAP, Quickbooks
- English
- Full Professional
- Spanish
- Full Professional

- Microsoft Office
- Microsoft Excel
- Communication skills
- Organizational skills
- Administrative experience
- Office experience
- Office management
- English
- Microsoft Powerpoint
- Typing
- Outside sales
- Salesforce
- ADP
- Transportation management systems
- Windows
- Multi-line phone systems

## Links

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<https://bold.pro/my/manuela-corrall>