

Maria Resendez

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Professional Summary

Seeking a technologically advanced company that will utilize my technical, human resources and customer relations experience to achieve employee and customer satisfaction while maximizing company profit.

Bilingual Professional with over nine years of experience in inside sales, operations management, customer relations and administration.

Work Experience

Temp Inventory Coordinator

TPI Services-Park USA

November 2022 to May 2023

- Prepared reports for safety stock, purchases, and maintained inventory records
- Received and shipped merchandise to fulfill customer orders
- Tracked current production projects to ensure accurate warehouse inventory
- Performed monthly inventory counts

Quotes Coordinator

Flexitallic Inc.

March 2018 to May 2021

- Handle customer issues
- Responsible for pricing all requests for quotes, etc.
- Working with engineering, manufacturing and purchasing for recommendations on availability or for turnaround for special request
- Coordinate special pricing with outside sales team

Operations Manager

Forged Components Inc.

November 2011 to May 2017

- Operations Coordination, Document Control
- Inside Sales & Quotes
- Log in Purchase Orders information & process all paperwork
- Log in all Vendor Purchase Orders Raw & Finish parts
- along with standard corresponding duties

Pre-Tech Instruments Office Manager

Office Manager

May 2010 to November 2011

- Log in Purchase Orders information & process all paperwork
- Manage inventories, orders, flyers, & promotional giveaways
- Keyed new hire data, separation and change data
- Maintained employee files
- Conducted benefits orientation
- Assisted with company sponsored events
- Keyed all information from vendors in E2 Shop
- Keyed all the information on the inspection reports

HR Coordinator

Tesco Services Inc

March 2007 to July 2009

- Keyed new hire data, separation and change data
- Assisted in problem resolution regarding payroll and benefits
- Processed Short Term Disability and FMLA paperwork
- Assisted with recruitment efforts such as pre-screen applicant resumes, applicant testing, etc....
- Compiled monthly Efficiency and Recruiter Reports
- Coordinated manager's schedule and make appointments

Contractor Recruiting Admin

Schlumberger Recruiting Dept.

July 2006 to February 2007

- Provided administrative support to the recruiting department
- Started process of background check for new hires
- Faxed cover sheet, notice, consent form, and residence information to the respective agency
- Entered the background results in the database
- Filed results in personnel file and, if problems with background, notify the

Location Manager, TDS Manager and the Recruiter.

TDS

- Scheduled Functional Capacity Test
- Faxed provider the information required and notified candidates of appointment via phone and via email, made necessary travel arrangements ---flights/driving
- Prepared Functional Capacity Test Notification e-mail with all the specifics
(attachments: travel letter, expenses form, Guidelines to FCT testing)
- Prepared OFS-1 Training Class Travel arrangements

Education

Austin Senior High

1986 to 1990

Associate's degree

Skills

- Invoices

- Purchase Orders
- QAD
- Customer Service
- E2 Shop Tech
- Microsoft Office
- ADP
- Quick Books
- Lotus Notes
- Inside Sales
- AS 400
- Bilingual in English and Spanish
- Operations Management
- Human Resources
- Pricing
- Procurement
- SAP
- Banquet experience
- Assistant manager experience (3 years)
- Restaurant management (3 years)
- Casual dining experience (3 years)
- Upselling
- Typing
- Food service management
- Hospitality management
- Kitchen experience
- Accounting and finance experience
- Restaurant experience (3 years)
- Face-to-face communication
- Sales experience within manufacturing
- Order management system
- Attention to detail
- Team management
- Project scheduling (8 years)
- Sales support
- Phone etiquette (8 years)
- Crane
- Project coordination (6 years)
- Project management methodology (6 years)
- Microsoft Outlook

- AutoCAD
- Construction management
- Construction
- Human resources management
- Microsoft Word
- Hospitality
- Inventory control
- Warehouse management
- SAP ERP
- Supervising experience
- ERP systems
- Leadership
- Microsoft Access
- Oracle
- Quality control
- Power BI
- Heavy lifting
- 3PL
- Management

Certifications and Licenses

ASME Boiler and Pressure Vessel Code (BPVC)

Food Handler Certification

Forklift Certification

CDL

Driver's License

TABC Certification