

NATASHA LOPEZ

Greeley, CO

970-518-2001 | natashalopez4794@gmail.com

PROFESSIONAL SUMMARY

Results-driven Sales and Logistics Coordinator with experience supporting customer accounts, transportation operations, supply chain processes, and financial services. Proven ability to manage order fulfillment, coordinate with carriers and customers, maintain accurate documentation, and resolve issues in fast-paced environments. Recognized for exceptional attention to detail, strong communication skills, and the ability to build productive relationships across departments. Proficient in SAP, ECS, Quintec, E2, and Microsoft Office.

CORE COMPETENCIES

- Sales Coordination
 - Logistics & Transportation Coordination
 - Supply Chain Operations
 - Customer Relationship Management
 - Order Entry & Processing
 - Inventory Tracking & Reporting
 - Data Analysis
 - Problem Resolution
 - Documentation Management
 - Cross-Functional Collaboration
 - Time Management
 - Microsoft Office Suite
 - SAP, ECS, Quintec & E2 Systems
 - Regulatory & Compliance Documentation
-

PROFESSIONAL EXPERIENCE

JBS Imports | Sales Coordinator

July 2025 – Present

- Coordinate customer orders from entry through delivery, ensuring accuracy and timely fulfillment.
- Monitor and track shipments, proactively addressing delays and transportation issues.
- Partner with sales representatives, traffic teams, schedulers, and carriers to support daily operations.
- Communicate directly with buyers regarding order status, product availability, and delivery schedules.
- Generate pricing sheets and process customer orders while maintaining data accuracy.
- Utilize SAP, ECS, Quintec, and E2 systems to manage logistics and transportation activities.

JBS Imports | Logistics Specialist II

June 2022 – July 2025

- Generate and analyze reports to monitor container arrivals and operational performance.
- Review inventory and warehouse records to ensure product accuracy and availability.
- Coordinate drayage services and airfreight logistics to support on-time deliveries.
- Obtain and manage USDA compliance documentation and health certificates from suppliers.
- Identify operational issues and implement solutions to minimize service disruptions.

Bank of Colorado | Closing Assistant

August 2019 – June 2022

- Supported loan closings from origination through funding.
- Prepared, reviewed, and processed loan documents while ensuring compliance with lender requirements.

- Verified accuracy of closing packages and ensured all conditions were satisfied prior to funding.
- Coordinated with loan officers, processors, customers, and title companies throughout the closing process.
- Managed fund disbursements and resolved post-closing discrepancies.
- Maintained confidentiality while handling sensitive financial information.

First National Bank of Omaha | Senior Credit Card Consumer Specialist

November 2018 – August 2019

- Assisted customers with credit card accounts, payments, transactions, and account inquiries.
- Resolved customer concerns and disputes while maintaining exceptional service standards.
- Educated customers regarding account features, APR rates, and available banking services.
- Demonstrated strong communication and problem-solving skills in a fast-paced environment.

State Farm Insurance | Claim Document Processor

October 2017 – November 2018

- Processed and reviewed auto insurance claim documentation with a high degree of accuracy.
- Ensured timely claim handling and proper documentation for customers and lenders.
- Identified and corrected documentation discrepancies.
- Collaborated with team members to improve workflow efficiency and customer satisfaction.

EDUCATION

Northridge High School | High School Diploma | 2012

TECHNICAL SKILLS

- SAP
 - ECS
 - Quintec
 - E2
 - Microsoft Word
 - Microsoft Excel
 - Microsoft Outlook
 - Microsoft Teams
 - Data Entry & Reporting
 - Multi-Line Phone Systems
-

ADDITIONAL STRENGTHS

- Strong Attention to Detail
 - Customer Service Excellence
 - Team Collaboration
 - Organizational Skills
 - Ability to Work Independently
 - Confidential Records Management
 - Adaptability and Quick Learning
 - Professional Written and Verbal Communication
-

References Available Upon Request