

Celeste Lopez

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Professional Summary

Accomplished inventory control specialist and administrative professional with 7 years of experience in warehouse operations and customer service within the retail sector. Proficient in Microsoft Excel and data management, with a strong track record of conducting audits and ensuring product accuracy. Certified in forklift operation and skilled in maintaining efficient workflows, contributing to operational excellence. Bilingual in English and Spanish, enhancing communication with diverse teams and clients.

Work Experience

Recruiter

RAMROD | American Canyon, CA

September 2025 to Present

- payroll including sick time and pto
- hand out checks
- scheduling
- hiring candidates
- interviewing
- filing
- on boarding training
- print checks and pay stubs
- check in on workers by visiting warehouses and following up with their performance
- email supervisor, managers and team leads
- handle write ups
- Review resumes, phone screen, and schedule follow-ups
- Help promote our company to attract great talent
- Make sure candidates have a smooth, positive experience
- workers comp. Experience , doctors visit with employees and file paper work in case of injury

Admin

IKEA | American Canyon, CA

August 2018 to December 2024

book trailer with product to correct gates
manage the workload and plan days at a time
send emails and reply at a timely manner
receive product and meet the drivers for the paperwork
create bills of lading
Answer phones and talk to suppliers
Excel knowledge
Computer knowledge
Filing, input data into the computer

Warehouse Worker

Ikea | American Canyon, CA

August 2018 to December 2024

Neat and clean

Properly stack products

Gate keep-wrap or strap pallets

Drive pallet jack and forklift-certified

Box items

Inventory Control Specialist

IKEA | American Canyon, CA

August 2018 to December 2024

- audit products by making sure the correct count is at the location
- if any discrepancies are found, mark down on computer and find the product
- send daily reports
- monthly cycle counts
- double check products going out to make sure correct product and count is going out.

Packaging

Coca-cola | American Canyon, CA

April 2018 to August 2018

Packaging bottles

Bailing plastic and cardboard

Front Desk Agent

Americas Best Value Inn | Vallejo, CA

August 2017 to March 2018

front desk Vallejo ca

- check guest in/out
- set up breakfast area
- maintain a clean office area
- Talk to customers over the phone and book rooms

Education

Science (Associate's degree)

Solano Community College | Vallejo, CA

December 2023 to Present

Diploma

John Finney High School

June 2018

Upper secondary education

Skills

Pallet jack Microsoft Outlook Calendar Inventory records Order processing Microsoft Excel Problem-solving Filing Computer skills Warehouse Experience Clerical experience Employment law High volume recruitment Windows Word processing Payroll Math Time management Recruitment and selection Physical inventory counts for inventory management Customer support Phone etiquette Cross-functional collaboration Front desk Forklift Account management Customer relationship building Safe work practices Packaging Excel data analysis Procurement Team Player Customer communication Productivity software Attention to detail Multi-line phone systems Microsoft Outlook Relationship building Inventory data entry Compensation administration Typing Analytical thinking Interpersonal skills Customer service Organizational skills Hotel experience Talent management Accounting software Accounting English Overseeing payroll Google Workspace Spanish Client relationship development Customer inquiry handling Cycle counting inventory management Office experience Microsoft Word Candidate sourcing Google Docs bilingual Appointment scheduling Computer literacy Recruiting Leave management Databases California labor law Order Picking RF Scanner Paid time off management Microsoft PowerPoint Microsoft Office 10 key typing Analysis skills Administrative experience Load & Unload Shipping & receiving Teamwork Order fulfillment Customer issue escalation Inventory management systems Client communication Data entry Fast learner Computer operation Basic math Employee relationship building

Languages

English - Fluent
Spanish - Fluent

Certifications and Licenses

CPR, AED, and First Aid

June 2022 to Present

Driver's License

Forklift Certified

Additional Information

Authorized to work in the US for any employer

Skills: -bilingual in English and Spanish
- Team Player -Fast learner -multitasker

College courses passed:

psychology

Communications

Biology

Math

English

Computer knowledge