

**FLOR ALEJANDRI**

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**OBJECTIVE: Personable**, positive attitude with exemplary abilities in managing multiple demands simultaneously within a fast-paced environment.

**SKILLS & ABILITIES**

Bilingual (English/ Spanish), compassionate and caring, organizational skills, customer service skills, Microsoft Office Suites, QuickBooks, SAP, OnBase, Descartes System.

**EXPERIENCE:**

**Office Admin- Metabolic Research Center**

August 2025- Present

**Responsibilities**

- Greeting and welcome guests as soon as they arrive at the office
- Direct clients to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute product orders
- Social Media postings
- Order front office supplies and keep inventory of stock
- Update calendars
- Perform other clerical receptionist duties such as filing, photocopying and faxing

**Office Admin/ Router- Dawn Foods INC.**

November 2023-May 2025

**Responsibilities:**

- Check in driver manifest.
- Scan invoices on to OnBase.
- Code vendor invoices from OnBase to submit for payment.
- Scheduling receiving dock appointments on to Supersaas.
- Invoice will calls.
- Order office supplies.
- Route driver deliveries using Descartes System.
- Make drivers schedule for the week
- Print out delivery documents for warehouse
- Print driver manifests
- Schedule receiving and pick-up appointments with customers/vendors
- Schedule 3<sup>rd</sup> party carriers if needed
- Track drivers' routes via Green Mile

**Customer Service Representative- Dawn Foods INC.**

October 2021-August 2023

**Responsibilities:**

- Answer incoming calls.
- Make outbound calls.
- Place customer orders
- Exchange of electronic communication
- Work with Market Sales Representatives

**Office Manager- ELION RENOVATIONS LLC**

July 2020-October 2021

**Responsibilities:**

- Answer all incoming calls.
- Direct sub-contractors to job sites
- Exchange of electronic communication between vendors and contractors
- Schedule work/ cancel work.
- Create proposals and price lists.
- Interview contractors

**Front Desk- IncommTax Insurance & Taxes**

December 2019-March 2021

**Responsibilities:**

- Answering and transferring phone calls
- Exchange of electronic communication
- Take payments for taxes fee and insurance payments.
- Sign clients in
- Tax agent

**ASSISTANT MANAGER – ELION RENOVATIONS LLC**

APRIL 2015-2019

**Responsibilities:**

- answering phone calls
- exchange of electronic communication between vendors and contractors
- making appointments
- directing job site contractors
- invoicing (Using QuickBooks)
- payroll
- interviewing contractors
- Meeting with vendors/ contractors
- Scheduling work/ canceling work
- Proposals/ price lists made (using Word and Excel)

**Assistant Manager - RDB Quality Painting INC.**

July 2012 – April 2015

**Responsibilities:**

- answering incoming calls
- Scheduling work/ canceling work
- Invoicing
- payroll

**Server - Brookdale Assistant Living**

August 2011 – February 2012

**Responsibilities:**

- Food prepping
- Deliver meals
- Take food orders
- Proper handling of dishes, glassware, and utensils

**EDUCATION AND CERTIFICATIONS**

**HINKLEY HIGHSCHOOL, AURORA, COLORADO HIGHSCHOOL DIPLOMA**

**Public Notary** since July 2017

**Tax Agent** since December 2020