

benita valez

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TRANSITIONING: PURCHASING CLERK → ADMINISTRATIVE ASSISTANT

Project oriented purchasing clerk seeking an administrative assistant role where strong office administration, client relations, and ability to support sales will be needed.

- Highly competent office support coordinator with a talent for managing multiple tasks.
- Thrives in department where working on new initiatives and improving processes is the norm.
- Resourceful and analytical with a strong mathematical aptitude and penchant for detail.
- Proficient in MS Word, Excel, PowerPoint, QuickBooks and Peachtree Accounting.

PROFESSIONAL EXPERIENCE

Purchasing Clerk | AUTO PARTS BROKERAGE – Sherman Oaks, CA 2012 – Present

- Procured more than 3,000 parts working with vendors to negotiate pricing and availability.
- Revamped front office operations resulting in a 40% improvement to workflow efficiencies.
- Manage the owner's business calendar, meeting arrangements, and travel plans.
- Work closely with commercial accounts to ensure expedient customer service and support.
- Maintain and update auto parts procurement reports for management review and decisioning.
- Review, process, and enter sales and purchase orders into system against tight deadline.
- Verify, ship, and track orders for entire region, from point of order to shipment.

Credit Clerk | FINANCIAL LINES – Sherman Oaks, CA 2010 – 2012

- Processed double digital commercial credit transactions and invoices for national accounts.
- Navigated requests for products from delinquent accounts without losing business.
- Maintained check transmittal forms for collections of outstanding monies.
- Processed daily purchase orders for more than 200 accounts working with cross-departments.

Real Estate Assistant | ALPHA REALTY – Los Angeles, CA 2009 – 2010

- Assisted broker with marketing property developments, luxury apartments, and condominiums.
- Coordinated the showing and closing on five properties that were on the market for one year.
- Expedited the leasing of rental units working with tenants, landlords, and brokers.
- Improved agency rent collection procedure using new payment structures and schedules.
- Arranged credit checks, income verification, and home visitations to minimize financial risks.

EDUCATION

Associates in Business Accounting | LOS ANGELES UNIVERSITY