

Jose Flores V

Project Manager

Highly organized and meticulous Administrative Assistant with experience in corporate office settings. Adept at preparing and maintaining files, greeting visitors, and restocking supplies. Great communicator and planner with strong judgment and critical thinking abilities.



Work History

2018-10 -
Current

Project Manager

Puget Sound Restoration Inc., Arlington, WA

- Performed detailed assessments of risks to determine constraints and develop mitigation strategies.
- Closely collaborated with project members to identify and quickly address problems.
- Held to pre-determined schedules and worked with subcontractors to cut costs and complete projects on time and under budget.
- Increased customer satisfaction through adherence to all quality standards and customer requirements.

2015-07 -
2018-10

Receiving Clerk

Fluke Corporation, Everett, WA

- Boosted inventory and recordkeeping accuracy by conducting thorough inspections and comparing shipment contents with documentation.
- Orchestrated efficient routing by producing accurate shipping documentation and package labels.
- Compared shipping orders and invoices against contents received to verify accuracy.

2013-06 -
2015-09

Customer Service Associate

Zumiez, Marysville, WA

- Conferred with customers about concerns with products or services to resolve problems and drive



Personal Info

Address

2328 189th PL NE
Arlington, Washington,
98223

Phone

(425) 512-2888

E-mail

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Skills

Timeline Management

Customer Relations

Willingness to Learn

Positive Attitude

Type at 55+ WPM



Software

IT Hardware/Software
Support

Microsoft Excel & Word

sales.

- Provided primary customer support to internal and external customers in fast-paced environment.
- Compiled customer feedback and recommended service delivery improvements to management.
- Managed customer relations and customer service through daily communication and interaction.



Education

2014-01 -

Associate of Arts: General Studies

2016-01

Everett Community College - Everett, WA



Hobbies

-Meet with friends & family 2-3 times weekly for creativity and conflict resolution exercises

-I love watching/participating in sports, or anything that gets me moving!