

---

## **Dalix Mendez**

Valley of Peace, Cayo District  
Belize, CA

**Phone:** 654-2977

**Email:** [mendezdalix0@gmail.com](mailto:mendezdalix0@gmail.com)

---

### **Education**

**2011-2014** University of Belize, Associate's Degree in Business Science

**2006-2010** Belmopan Comprehensive School, Business Diploma

**1998-2006** Monsignor Romero RC School, Valley of Peace.

### **Professional Experience**

#### **2014 (June-August) San Pedro Belize Express Caye Caulker Branch**

Title: Cashier

Responsibilities: Daily ticket sales, customer service, cargo reports.

#### **2015 (February-May) Banana Bank Agco**

Title: Secretary

Responsibilities: Cataloguing international exports, product processing and quality assurance, administrative assistance, receipt management for all incoming and outgoing loads.

#### **September 2015 - December 2017 Embassy of Mexico to Belize**

Title: Assistant to the Head of Economic and Tourism Section

Responsibilities: Preparing Diplomatic Notes, Emails, answer phone calls, preparing summaries to inform Mexico on economic and Tourism issues in Belize, filing, planning of Trade Missions, etc.

#### **May 28<sup>th</sup> 2018- 2023 Westrac – Belmopan Branch**

Title: Cashier

Responsibilities: Sales, collecting for daily transactions, balancing off sales at the end of the day, communicating with accounts departing in regards to credit or cash accounts for customers, customer service, etc.

#### **CURRENT**

Title: Warehouse Supervisor – Assistant

Responsibilities: Preparing orders and invoices for customers packages to be shipped out, contacting customers to convey shipping information, inventory control (creating transfers for stock and receiving stock orders from all branches), preparing minutes for warehouse meetings, etc.

**Skills**

**Languages:** Spanish (fluent-native speaker), English

**Computers:** Knowledge in MS Word, Outlook, Excel.

**Volunteer Experience**

Village Council, Valley of Peace – sales and event planning for community sporting events.