

Denisse Cundumi-Guillen

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SUMMARY

Seasoned manager with 10 years' experience, adept in operational efficiencies and team coordination. Skilled in sales cycle management, strategy adjustments, and customer satisfaction improvement. Seeking a Software Engineer Apprentice role to leverage analytical and problem-solving skills in a tech-driven environment.

WORK EXPERIENCE

C&G Services

Houston, TX

Owner/ Licensing Coordinator

May 2021 - Present

- Facilitate licensing procedures and manage inventory tax for auto dealers to ensure compliance with regulations.
- Communicate with clients to resolve issues, utilizing bilingual abilities for effective communication.
- Maintain dealer accounts with local government bodies and the DMV, ensuring records are accurate and current.
- Conduct monthly inventory tax reconciliations for sold units and maintain detailed sales records for state reporting.

Securitas Security Services

Houston, TX

District Manager

Feb 2021 - May 2021

- Oversaw operational logistics, including scheduling and resource distribution, to maintain streamlined security services and high levels of customer contentment.
- Performed comprehensive risk evaluations and crafted customized security strategies to reinforce client confidence and protection.
- Facilitated sales expansion by overseeing the entire sales process, securing contract agreements, and nurturing lasting client partnerships.

B&A Autoplex

Houston, TX

District Manager

Aug 2014 - Jul 2020

- Developed strategic initiatives in collaboration with senior leadership to improve financial outcomes.
- Streamlined inventory management, ensuring adherence to company standards for facility upkeep and presentation.
- Maintained comprehensive records of vendor engagements, ensuring full compliance with transportation and licensing requirements.
- Leveraged Oracle Sales Force to refine sales management processes, aligning operations with evolving market demands and customer inclinations.

RPC Global, Inc

Houston, TX

General Manager

Oct 2012 - Aug 2014

- Managed office administration, upheld accurate reporting and financial management, and maintained adherence to regulatory standards.
- Handled equipment inventory oversight and carried out advertising campaigns across print and digital platforms.
- Improved operational efficiency through the organization of staff training programs and the execution of succession planning.
- Evaluated supplier performance to ensure compliance with quality benchmarks, timely deliveries, and contract terms.

EDUCATION

Houston Community College
Business Management, Business

Houston, TX
May 2015

CERTIFICATIONS

Python and Automation IT, Google

2021

SKILLS

Strategic Planning • Strategic Partnerships • Management • Inventory • Retail Partnerships • Sales • Accounting • Contract Negotiations • Account Management • Bilingual (Fluent in Spanish and English) • Eagerness to learn and adapt • Attention to detail • Team collaboration • Problem-solving abilities • Basic Knowledge of Python