

Maria Valadez
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Objective:

Hard-working and motivated individual with experience in administration and general office support. Ability to communicate effectively, take initiative, work in a team environment, and exercise independent judgment as needed.

Skills & Knowledge

SAP Experience	Teamwork/Collaboration	Data Entry
Invoicing Experience	Communication Skills	Microsoft Office
Forklift Experience	Bilingual	Customer Service

Education & Training

- Eastern New Mexico University-Roswell – GED | 2017

Professional Experience

Senior Administrative Assistant, Dematic

06/2020 - Present

- Assist plant manager, maintain calendars, and maintain a physical and electronic filing system.
- Coordinate and schedule meetings, set up travel, submit expense reimbursements, coordinate office lunches, and organize documents.
- Assist in onboarding/offboarding employees in Kronos, SAP, and Concur.

Administrative Assistant, Pilot Logistics

11/2018 – 06/2020

- Manage the day-to-day operation and organization by running customer expense reports
- Invoice payment processing, office-related purchasing, and expense account management
- Work in a team environment to ensure consistent growth including picking, packing, loading, and unloading, driving a forklift, and assisting in the warehouse as needed.

Administrative Assistant, University of Utah

06/2018 – 11/2018 (Temp position)

- Answer incoming calls; take messages and re-directing calls as required
- Provide administrative support to department management by coordinating meetings, submitting purchase orders, scheduling appointments, coordinating meetings and conferences.
- Arrange travel and hotel arrangements, register for conferences, and assist in the travel reimbursement process.