***Professional Summary***

Goal-oriented Administrative Coordinator dedicated to high levels of customer satisfaction and meeting aggressive business goals. Responsible and motivated with specialized knowledge in sales and customer service.

***Skills***

* Customer and Personal Service
* Critical Thinking
* Judgement and Decision Making
* English/ Spanish
* Mathematics
* Learning Strategies

***Experience***

***Administrative Coordinator***  **Apr 2013-Sep 2018**

Albertsons Cedar Hill, TX

* Prepare and review operational reports and schedules to ensure accuracy and efficiency.
* Set goals and deadlines for the departments.
* Hire and terminate clerical and administrative personnel.
* Balance tills and safe, prepare and finalize daily deposit.
* Review time sheets for hourly employees to ensure accuracy. Adjust missed or incorrect punches, input vacation hours and PTO for salaried managers, sick time as well as FMLA. Process weekly payroll.

***Replenishment*  Oct 2014- Mar 2015**

Kohl’s Warehouse Desoto, TX

* Inspect outgoing work for compliance with customers’ specifications.
* Verify customer and order information for correctness, checking it against previously obtained information as necessary.

***Education***

**GED** **May 2011**

Penn Valley Park Kansas City, MO