

# Celeste Corrales

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## Summary

Seasoned professional with 7 years of diverse experience in customer service, operations, and logistics, seeking an Office Administrator position. Proven track record in household management, showcasing strong organizational skills and problem-solving abilities. Proficient in QuickBooks, Microsoft Office Suite, and possesses a solid background in financial transactions and clerical work.

## Work Experience

### Corrales-Duran Family

*Household Manager* | Midland, TX | Sep 2023 - Present

- Manage daily household operations, including scheduling, budgeting, and logistics coordination.
- Balance multiple priorities, such as family activities and personal development, demonstrating strong organizational skills.
- Collaborate with schools, teachers, and community networks to enhance interpersonal communication.
- Apply problem-solving skills to navigate unexpected challenges and maintain smooth operations.
- Develop leadership and multitasking abilities within a dynamic and fast-paced environment.

### Jacson Endeavors

*Delivery Driver* | Midland, TX | Aug 2022 - Apr 2023

- Streamlined package organization and route planning to enhance delivery efficiency.
- Ensured accurate and timely deliveries, meeting 99 percent of delivery targets.
- Managed package pick-ups and coded undeliverable items to maintain accurate delivery records.

### FedEx Ground

*Operations Administrator* | Midland, TX | Mar 2022 - Jul 2022

- Delivered exceptional customer service by effectively reconciling call tags and rectifying coding errors.
- Enhanced operational quality by accurately coding packages, repacking goods, and processing hazardous materials alongside VSA and international shipments.
- Managed financial transactions by handling Cash on Delivery (COD) procedures, ensuring accuracy and compliance.

*Package Handler* | Midland, TX | Jun 2021 - Mar 2022

- Efficiently loaded and unloaded delivery vehicles, ensuring proper handling and organization of packages to maintain integrity and support logistics operations.
- Assisted in the management of conveyor belt systems, allocating boxes to designated delivery trucks in line with distribution schedules.
- Collaborated with team members to complete loading tasks promptly, contributing to the team's overall productivity and workflow efficiency.

### Amara Gelato

*Cook/Server* | Midland, TX | Aug 2020 - Jun 2021

- Prepared and served authentic Italian gelato, ensuring consistent quality and customer satisfaction.
- Maintained rigorous health and sanitation standards by thoroughly washing and sanitizing equipment and work surfaces.
- Managed ingredient preparation, including crafting homemade jams and caramel, contributing to the creation of premium gelato offerings.

## **Baby Biz**

*Sales Associate/Cashier* | Midland, TX | May 2019 - Apr 2020

- Provided customer service by greeting and assisting guests, managing both online and in-store orders, and facilitating the loading of furniture for customer pickup.
- Enhanced sales efforts by effectively promoting a variety of products including strollers, car seats, cribs, and bedding, and by maintaining appealing product displays.

## **Toros Cafe**

*Waitress/Cashier* | Midland, TX | Aug 2017 - Mar 2019

- Delivered attentive customer service, consistently ensuring guest satisfaction through frequent check-ins and maintaining a presentable dining environment.
- Managed multiple payment methods, including cash, checks, and credit transactions, with a focus on accuracy and efficiency.
- Performed daily preparation and serving of lunch and dinner, effectively handling 4-6 tables, which included order taking, meal service, and table clearing.

## **Hill's Carpet and Remodeling**

*Sales Associate and Customer Service Representative* | Odessa, TX | Feb 2018 - Apr 2018

- Managed financial transactions, including processing payments, maintaining invoice records, and conducting credit checks for financing approvals.
- Administered tax filing and leveraged QuickBooks for basic accounting functions, ensuring compliance and organizational efficiency.

## **Sally Beauty Supply**

*Sales Associate* | Midland, TX | Jan 2015 - Nov 2015

- Managed daily store operations, including accurate cash handling, opening and closing procedures, and maintaining sales floor presentation to meet company standards.
- Assisted customers with product selections and provided guidance on hair color applications, contributing to customer satisfaction and store sales objectives.

# **Education**

## **OHS**

High School Diploma, General Education | Odessa, TX | 2013

# **Certifications**

## **Food Handler Certification**

## **Driver's License**

# **Skills**

Customer Service, Communication, Clerical, QuickBooks, Waitressing, Restaurant Serving, Hostess, Barista Experience, Food Service, Pos, Upselling, Busser, Food Preparation, Cleaning Experience, Cash Handling, Retail Sales, Cashiering, Coffee Experience, Kitchen Experience, Food Production, Cooking, Microsoft Word, Banquet Experience, Time Management, Commercial Cleaning, Baking, Inventory Control, Basic Math, Food Handling, Food Safety, Packaging, Microsoft PowerPoint, Guest Services, Merchandising, Tax Experience, Warehouse Experience, Materials Handling, Supervising Experience, Driving, Sales, Cleaning, Freight Experience, Computer Literacy, English, Analysis Skills, Management, Delivery Driver Experience, Microsoft Excel