

# SANDRA CERVANTES

Odessa TX | (915) 740-0321 | sandra6cervantes@gmail.com

## Professional Summary

---

To obtain employment with a company that will provide an opportunity for advancement, where I can utilize my work experience towards a rewarding career. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

## Skills

---

### Sales

OSHA Certified

System Administration

Administrative Oversight

Box Fill Calculations

Pipe Bender

### Office & Database Skills

Forklift Certified

Data Entry

National Electrical Code book

Electrical hand tools and Power Tools

GFCI

## Work History

---

### Sales & Service Writer- Tire & Lube

11/2022 to Current

**Walmart** – Midland, TX

- Achieved monthly sales targets consistently by implementing effective sales strategies and maintaining a high level of product knowledge.
- Actively listened to customers, handled concerns quickly and escalated major issues to supervisor.
- Answered customer telephone calls promptly to avoid on-hold wait times.
- Offered advice and assistance to customers, paying attention to special needs or wants.
- Reduced out-of-stock situations with regular monitoring of product levels on the sales floor.
- Enhanced customer satisfaction by providing efficient and accurate cash transactions.
- Collaborated with team members to improve overall store performance, sharing best practices, and offering support as needed.
- Collaborated with store management to develop sales strategies that increased overall revenue for the tire & oil center department.

### Warehouse & Parts

02/2019 to 08/2022

**Liberty Oil field Services**

- Improved warehouse efficiency by overseeing inventory management systems and streamlining processes.

- Interfaced with customers and 3rd party clients professionally and promptly.
- Skillfully operated material handling equipment such as forklifts and pallet jacks, ensuring safe movement of heavy or bulky items throughout the warehouse.
- Streamlined workflow, coordinated with technicians to ensure timely delivery of necessary parts.
- Safeguarded inventory accuracy through meticulous tracking, receiving, tagging parts and reporting procedures.
- Safely and punctually delivered auto parts to local facilities.

## **Office Manager**

03/2018 to 01/2019

### **Builders Tools & Fasteners – Midland, TX**

- Streamlined payroll processing by implementing efficient data entry and verification procedures.
- Enhanced team productivity by delegating tasks effectively and overseeing daily workflow.
- Facilitated smooth communication between departments, addressing concerns promptly to maintain harmonious work relationships.
- Improved shipping efficiency by streamlining packing procedures and optimizing workstation layouts.
- Facilitated smooth communication between logistics partners, warehouses, and customers regarding shipment updates or delays for a seamless experience.
- Streamlined checkout process for increased efficiency and reduced waiting times.

## **Additional Experience**

### **El Paso**

#### **GC Services - 12 years of employment**

Assisted individuals with directory assistance, purchasing international plans and prepay options.

#### **I-Gate- 3 years of employment**

Assisted individuals with Insurance claims and needs.

Heavy data entry & processing claims.

## **Education**

---

### **Electrical Apprentice Skillpoint Alliance**

### **Medical Assistant International Business College - TX**

### **General High School Curriculum State Board of Education - CA**

### **Computer Literate El Paso Community College - El Paso, TX**