

BRENDA D. NAVARRO

17403 Villa Corta · La Puente, 91744

Cell: (626)601-9636 , Devisbrenda@yahoo.com

EMPLOYMENT

Amazon Flex Self Employed May 2023-Current

- Prioritize deliveries based on location and time sensitivity.
- Use route optimization tools to minimize travel time.
- Set specific time frames for each delivery to stay on track.
- Maintain clear communication with customers regarding delivery times.
- Regularly review and adjust your schedule for maximum efficiency.
- Keep a checklist to ensure all packages are accounted for before leaving.

Remote Project Coordinator Inland Southern California United Way January 2021- May 2023

- Assess eligibility based on income and housing situations.
- Complete the application process through the designated online portal.
- Gather necessary documentation, including proof of income and rental agreement.
- Submit the application before the deadline to ensure timely assistance.
- Follow up with the program representatives for updates on application status.
- Attend any required interviews or provide additional information as requested.

Port Dispatcher National Retain Transportation July 2017-September 2020

- Assist drivers with dispatch issues or issues at the port.
- Plan and route drivers effectively.
- Utilize our systems and port websites to update all working containers.
- Monitor empties and communicate with terminals to ensure empties are returned in a timely manners.
- Follow up with LFD to ensure that everything is being picked up before the LFD.

Shipping/Receiving Clerk AZWEST May 2016 – June 2017

- Process Purchase Orders with high level of accuracy.
- Account items ordered were received by resolving purchase orders, invoices and bills of lading.
- Moderate reports efficiently to ensure tracking of shipments and returns.
- Communicate with internal clients, vendors and customers to confirm receipt of items and shipments.
- Create and analyze reports, perform data entry for invoices and inventory management.
- Assist with additional projects, as required.

Inventory Data Entry Clerk Forever21 December 2014 – January 2016

- Accurately enter product and inventory data for order processing.
- Identify problem areas and communicate with management to resolve issues.
- Arrange, organize and distribute inventory reports.
- Assist supervisor with quality assurance and item barcoding.
- Perform cycle counts and maintain processes.
- Inspect, record, and report inventory variances.
- Promote inventory accuracy and integrity throughout all processes.
- Provide additional administrative support for management, as needed.

QUALIFICATIONS

- Innovative; deadline driven; possess excellent organizational skills.
- Exceptional interpersonal skills; ability to resolve conflict.
- Resourceful; ready to accept challenges; adapt to changing priorities.

EDUCATION

2008-2009 Long Beach Job Corp, Certification in Business Administration