

# DAMARIS RUIZ MARTINEZ

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## OBJECTIVE

To obtain a position with a company that will allow my skills and experience to help meet and exceed company goals. In addition to use my leadership and innovation to grow with future opportunities.

## SKILLS PROFILE

- Proficient in MS Office (Word, Excel, Power point and Outlook), Kronos, SAP, Generations
- Lotus Notes, Type 55 wpm, 10 Key by touch and Bilingual (English/Spanish)
- Administration and Receptionist Skills
- Generating Reports, Preparing and Creating New Processes and Employee Training at Salary and Hourly Levels
- Planning of Events/Meetings, Developing Policies and Procedures, Managing and Organizing of File/Records & Data Entry/Reports.
- Hard Working, Dependable, Multi-Tasking, Problem Solver and Technical Skills

## EMPLOYMENT HISTORY

### Visiting Angels

#### *Scheduling Specialist/HR Coordinator*

- Handle caregivers & clients scheduling as needed or assigned and keep it up to date on Generations.
- Support staff in assigned project-based work.
- Answer incoming calls and transfer them to the corresponding party.
- Organize and maintains file systems in compliance with policies and regulations.
- Perform general clerical duties as time allows— correspondence, copying, filing, and distribution.
- Handle incoming and outgoing mail.
- Timely copying and filing of appropriate caregiver and client documentation.
- Perform other functions as deemed appropriate by the Staff.
- Maintain absolute confidentiality of all information pertaining to employees, clients and client's family Members.
- Ensure that all employee files are complete and enter the appropriate information into the scheduling System.
- Independently respond to and resolve any clients' complaints or concerns.
- New Hire orientation

### Earthbound farms

2013 - 2019

#### *Management Administrative Assistant*

- Creating and implementation of work processes/procedures
- Production Supervisor / Manager support and resource
- Employee New hire set up of equipment, plant tour, company policies and procedures
- Assist management team with Employee meetings, Note taking, Generating of reports, Production Schedules, Presentations, Employees Attendance and counseling's
- Employee lead for company Safety program
- Scheduling of meetings, Maintaining organization and structure to team

- Organization, Filing of paperwork and Supply Inventories
- Management of office equipment
- Creating and maintaining filing system
- Manage Employees days off calendar
- Collect and stamp documentation from employee related to Human Resources processes and turn in to Human Resources office on a daily basis

### **Earthbound farms**

#### *Continuous Improvement Coordinator*

- Monitor line performance and provide on the floor coaching/help to operators when performance is in the red
- Downtime tracking accurately on a timely manner
- Perform daily production variance report
- Distribute operating report to Management
- Semi -finish COGIS
- Order headers line change
- Create/Modify Production Orders in SAP

### **Simeon Martinez Pallets**

2011 — 2013

#### *Administrative Assistant / Secretary*

- Scheduling of appointments and pick ups
- Managed / Tracked all transactions of Purchase Orders and Invoices
- Daily pallet and Supply inventories
- Received all company call and directed as needed
- Office management – Organized, Filed and General Housekeeping

### **EDUCATION/CERTIFCATES**

- San Benito High School – 2004 - 2008
- Computer Literacy
- MS Excel Spreadsheets