

## REBECCA PINEDA

**OBJECTIVE** I have been working in the produce industry for 19 years with extensive experience and knowledge in exporting fresh produce along with domestic sales. I would like a position that will allow me the opportunity to enhance and grow my skills and utilize my past experience to benefit the company.

---

**SKILLS & ABILITIES** Oversee Mexico harvest for radishes and green onions. Manage data entry for orders and estimates in I-trade, Foodlink and Famous. Administer adjustments for any discrepancies and outside buying.

---

**EXPERIENCE** **IPPOLITO – SALES / COMMODITY MANAGER**

7/2014 – Present

Manage California and Mexico production, inventory and orders for leeks, radishes, asparagus, and cabbage and green onions. Handle sales with wholesale, retail and foodservice customers. Maintain contract volumes with customers. Attend weekly sales and production meetings. Occasional travel to visit customers, attend trade shows and visit production areas. Identify new sales opportunities with new and existing customers.

**COASTLINE PRODUCE-SALES ASSISTANT**

10/2004 to 7/2014

Assist Commodity Managers with any orders, reports, estimates, outside purchasing. Assist customers with any orders or discrepancies. Assist Marketing with conventions. Handle export sales and export paperwork.

**VALLEY PRIDE INC.-RECEPTIONIST**

2002 to 2005

My responsibilities were to provide customer service, answer multiple phone lines, approve brokerage bills, generate counter sales, distribute incoming and outgoing mail, sort and file passing's and bill of ladings, maintain schedule for meetings.

**OCEAN MIST FARMS -RECEPTIONIST**

2000/2002

Assist with payroll and account payable, reconcile petty cash, bank reconciliations, maintain employee files and I-9 forms, update federal and state postings, verify employee information with EDD.

---

**EDUCATION** **ALISAL HIGH SCHOOL**

1993-1997 Diploma

---

**COMMUNICATION** I'm dependable, responsible and need minimal supervision. In addition I'm Bilingual (English/Spanish) and have excellent communication and customer service skills. I have the ability to multi-task in a fast pace environment.

---

**REFERENCES** **VIVIAN SOTELO, SR EXECUTIVE ASSSTANT – (831) 320-9654**