

Alyssa C. Celaya

1040 Riker St. Apt. 37 • Salinas, CA 93901
831-710-3891 • alyssacelaya@gmail.com

Motivated, adaptable professional with a broad range of administrative experience with a focus in customer service and project management. Strong aptitude with computer programs for word processing, progress reports, and financial tracking. Demonstrated communication skills that enhance problem solving, teamwork, and poise under pressure in a variety of industries. Excellent organizational and people skills that contribute to success in maintaining multiple priorities and meeting deadlines.

KEY STRENGTHS

Microsoft Office • Database Management • Customer Service • Regulatory Compliance
Problem Solving • Strategic Planning • Vendor Relations

PROFESSIONAL EXPERIENCE

PEACE OF MIND DOG RESCUE, PACIFIC GROVE, CA 2017-2019

PROGRAM COORDINATOR

Distributed grant funds to applicants seeking financial assistance with medical care for their pets. Coordinated supportive activities such as: Walking Brigades (assistance for individuals experiencing mobility difficulties), coordinated Temporary Foster Care, coordinated the distribution of donated animal supplies and food, maintained accounting records for all programs and create quarterly progress reports through Excel.

KEY ACHIEVEMENTS:

- Assisted in distributing grants to over 600 members in the Monterey County with financial assistance for emergency services for their pets
- Distributed 1000 bags/cans of pet food to homeless members of the community
- Kept track of grant distribution through Excel and accounting software

KARMA FASHION LOUNGE, MONTEREY, CA 2016-2018

MANAGER/MERCHANDISER

Communicated daily sales and merchandise status to owner. Planned monthly events for boutique, developed a buying schedule, scheduled employees, and ran payroll weekly. Managed social media by planning posts and creating content. Scheduled and styled photoshoots with local photographers and vendors. Traveled to trade shows for new products, establishes relationships with all vendors to obtain the best price on wholesale goods.

KEY ACHIEVEMENTS:

- Ran payroll and recorded expenses through Quickbooks Intuit
- Developed a buying schedule for merchandise- this allowed us to be prepared for all seasons and prevented over buying
- Maintained relationships with local vendors and artist
- Designs and executes seasonal changes to boutique- including window updates, wall art, fixture installations

FRANCESCA'S, MONTEREY, CA 2015-2016

SALES LEAD/MERCHANDISER

Assisted the management team in keeping track of daily goals, training employees, and implementing visual guides. I also executed opening and closing procedures including bank deposits.

KEY ACHIEVEMENTS

- Organized and executed dog adoption events with local animal rescues and shelters

- Frequently reviewed and evaluated store performance; made constant improvements in the relentless pursuit of excellence.
- Ensured employees were competent, knowledgeable and capable of outstanding results.
- Led team to deliver strong sales results, meeting or exceeding extremely aggressive sales quotas.

THE LIBERTY COMPANY INSURANCE BROKERS, SALINAS, CA, 2011 - 2015

ADMINISTRATIVE ASSISTANT

Worked with management to improve efficiency by managing monthly reports to track insurance growth progress, non-pays and non-renewals. Maintained positive relationships, greeting clients and providing daily reports to insurance clients to avoid cancellations.

KEY ACHIEVEMENT:

- Supported all agents to reach business goals by updating customer database, resolving billing questions, and overseeing office supply ordering.

MACY'S, SALINAS, CA, 2010 - 2011

SALES ASSOCIATE

Worked as a team member in a fast paced environment to achieve multiple priorities. Maintained selling floor presentations and created store displays.

KEY ACHIEVEMENTS:

- Recognized by corporate executive as one of the most valuable sales associate for reaching daily sales goals.
- Met and made connections with customers to inspire them to buy and have a positive long lasting impression of Macy's and their purchase.

EDUCATION & TECHNICAL SKILLS

Monterey Peninsula College, Monterey, CA, AA Business Admin. *expected graduation 2021*

MS Word · Excel · Quickbooks · Outlook