

# Sarysa E Sanchez

The Professional employee you've been waiting for!

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## EXPERIENCE

### **Pressd, Phoenix AZ— Lab Tech/Lead Brand Ambassador**

September 2022 -Present

- Oversees project leads and general crew members
- Scheduling support and communications with crew and management
- Ensure account client satisfaction with realistic outcomes vs expectations by creating efficient SOPs.
- Consult with operations and sales teams for production and partner relations align with organizational goals.
- Supports project leads and employees with skills,tactics and systems training.
- Identify, lead and develop talent to maximize individuals and companies goals.
- Event coordinating,set up/take down, networking

### **American Green, Phoenix AZ— Wholesale Manager**

October 2023- April 2024

- 6 new wholesale accounts within 4 months.
- Cash handling
- Launching all three product skus, invoicing,delivery,ATOS
- Scheduling support and communications with crew and management
- Ensure client satisfaction with realistic outcomes vs expectations by creating efficient SOPs.
- Consult with operations and sales teams for production and partner relations align with organizational goals.
- Conduct specials,discounts, onsite popups and educational training
- Identify, lead and develop talent to maximize individuals and companies goals.

### **GreenForce, Scottsdale AZ— Arizona Field Coordinator**

6 Month Temporary Launch Contract

- Oversees project leads and general crew members
- Scheduling support and communications with crew and management
- Ensure client satisfaction with realistic outcomes vs expectations by creating efficient SOPs.
- Consult with operations and sales teams for production and partner relations align with organizational goals.
- Supports project leads and employees with skills,tactics and systems training.

## SKILLS

Excellent communication and organizational skills .

Data  
Entry,Administration/Answering screening and forwarding incoming calls.

Personal assistant

Social Media & Marketing

Supervision & Leadership

Excellent communication and organizational skills

Critical Thinking

Problem Resolution

Microsoft Office

Reliable & Trustworthy

Team Building  
PPE Use

Customer Service

Computer Skills

Conflict Resolution

Training & Development  
Friendly, Positive Attitude

## AWARDS

**Food handlers :**

**#0051472**

**Arizona State**

**Notary 2019-2024**

- Identify, lead and develop talent to maximize individuals and companies goals.
- **Dream Fields Arizona/ Distribution Supervisor**
- May 15th, 2021- February 2022
- Create schedules for drivers, and scheduling logistics.
- Timecards, Payroll, Time adjustments.
- Create KPI's, and incentives for our department.
- Overview delivery scheduled deliveries, PROMO's, special events and projects.
- Perform 3 month, 6 month and year reviews.
- Maintain monthly goal, report sales projections, rejections, etc.
- Attend meetings, call and hold meetings.
- New employees training and company registration.
- Accurate invoicing and posting to all three systems; API's, Leaflink, Leaflogix and Dynamics (BC Internal monitoring system)
- Work with Fulfillment and Inventory regarding special projects

#### **Fortwenty Collections/ Office Manager**

January 1st, 2021- December 12th 2021

- Office manager, Timecards, Payroll
- Brand Ambassador schedules
- Vendor Day/ Promo scheduling
- Handling accounts sales, cash handling, recredits and inventory.
- Model for the brand and their fashion show.
- Delivered all product and audited delivery paperwork.
- Completed state and internal audits

### **More Previous experience**

#### **Space Rockz , Tempe AZ — Brand Ambassador**

February 2022- Present (part time, flexible shifts)

#### **Zen Events AZ Phoenix ,AZ — Server/ Bartender**

October 2022- Present (seasonal work)

#### **Administration Assistant — Jodi Morris Az Insurance Pro & Unique Business Planning**

February 2023- January 2024

#### **Triad Wireless/ Administration and Billing Assistant**

December 16th, 2021- May 14th, 2023

#### **PCM Properties/ Property Manager / Administration Assistant**

September 20th, 2020 - December 15th, 2021

**The Giving Tree / Facility Agent**

May 4th 2020- September 17th 2021

**Roka Akor/ Server, Bartender, Hostess**

February ,2019- January 2021

**Harvest/ Trulieve / Facility Agent**

June 15th-2019 -June 15th 2020

**RCH Wellness/ Facility Agent**

January 14th,2016- June 6th-2019

**EDUCATION**

**Red Mountain High School, Mesa — Class '12**