

Sarysa E Sanchez

The Professional employee you've been waiting for!

4127 E Indian School Rd.
Phoenix, AZ 85018
(928) 637-5231
sanchezsarysa@gmail.com

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**
- May15th,2021- February 2022
- Create schedules for drivers, and scheduling logistics.
- Timecards, Payroll, Time adjustments.
- Create KPI's, and incentives for our department.
- Overview delivery scheuldled deliveries, PROMO's, special events and projects.
- Perfrom 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 Interal monitoring system)
- Work with Fufillment and Inventory regarding special projects

Fourtwenty 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**