

Orange County, NY
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ANISSETTA VALDEZ

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EXPERIENCE

New York State Parks, Bear Mountain, NY – Purchasing

April 2023 - August 2023 * Temporary Position

Responsible for assisting in the submission of the required paperwork to request purchase orders from Albany for the various parks and historical facilities in the Palisades region.

Developed systems for tracking purchase orders from issuance to reception using 365 Products, created user guide for tracking orders for future fiscal years and maintained paperwork.

Made payments and purchases with procurement cards and kept track of receipts and invoices.

Utilized Statewide Financial System (SFS) to track and receive goods and reconcile procurement cards.

Lowe's Home Improvement Warehouse, Newburgh, NY – Cashier, Trainer, and Mentor

March 2022 - April 2023

Responsible cashier, proficient in handling various transactions.

Served as mentor for new hires, designed scenarios with new hires to normalize customer interactions and practice various transactions.

Drafted Cheat Sheets with vital information to assist colleagues and new hires to increase cashier independence and comfort with customers.

Lala's Bakery, Denver, CO – Remote Executive Manager

December 2020 - December 2021

Order entry, scheduling, and invoicing.

Clearly communicated with kitchen staff, and customer liaison.

Timely and creative social media curation for social media, experience with website development and building.

The Market at Larimer Square, Denver, CO — General Manager

April 2015 - March 2020 * Closed due to Covid-19

Managed bulk ordering for stock items. Payables and receivables, Denver City and County sales tax. Social media manager, proprietor, and content curator.

Developed training programs for new staff including train the trainer for new supervisors.

SKILLS

Experienced supervisor.

Excellent people skills.

Competent in Office 365.

Capable trainer.

Social Media Management.

Bookkeeping experience.

Experience with Articulate 360.

EDUCATION

University of Colorado
Denver, Denver, CO —
Bachelor of the Arts - English

VOLUNTEER EXPERIENCE

Denver Film Society
2017-2021
-Film on the Rocks: VIP
Coordinator

Seth Degler - Program
Coordinator - 317.224.8958

Michael Hoffman - Team
Lead - 303.514.7110

REFERENCES

Mark Greenberg - Owner of
The Market - 303.884.8067

Toddi Norum - Friend -
978.621.9001

Viviana Villagrana - Owner of
Lala's Bakery - 303.921.7359

Wadi Muhaisen - Lawyer -
303-872-0084