

José Saul Madrigal Domínguez

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HIGHLIGHTS OF QUALIFICATIONS

- Prepared monthly reports that tracked multiple performance indicators such as revenue and expenditures which were presented to the team manager
 - Customer service expertise that included processing requests, order status and solving other requests as needed
 - Ability to establish working relationships at all organizational levels in multiple environments
 - Advanced Knowledge in Microsoft Excel (Including Macros in VBA and Power Family)
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EDUCATION

Bachelor Degree in Marketing

2013-2017

- Universidad del Valle de Atemajac, Guadalajara, Jal.
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WORK EXPERIENCE

Inditex (Zara)

May 2018 - Present

- Operations and customer service.
- Organize the products in the warehouse for seasons and average sales
- Sales
- Administrative tasks such as organizing and maintaining an updated inventory file
- Performed market researches to increase the percentage of the company's total sales

Lechera Guadalajara SA de CV, Guadalajara Jal.

Director's assistant

December 2014- 2016

- Coordinate with different areas supervisors and managers for weekly meetings
- Weekly sales reports to present to the Manager
- Create sales statistics to present in meetings

Marketing assistant

- Coordinate focus groups
- Help outsourcing agency for publicity media as well as new products image
- Creating market researches

Teleperformance, Guadalajara, Jal.

2012-2014

Junior representative for T-Mobile

- Junior representative, technical support in telemarketing
- Giving presentations of the targeted objectives and working with team members on how to reduce the time we take to achieve them

Additional Skills

- Proficient in Microsoft Office programs
- Bilingual proficiency in Spanish and English
- Sales experience

PROFESSIONAL CERTIFICATION

- TOEFL IBT (score -100/120)

References

- Lic. Francisco Gonzalez Ceballos - Lechera Guadalajara SA de CV 36579297