

Itzel Flores

"Creativity is seeing what others see and thinking what no one else ever thought."

-Albert Einstein

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EXPERIENCE

CME LLC - White Salmon, WA— Operations Coordinator

November 2017 - PRESENT

- Marketing & IT: Maintained company website and developed outbound email marketing communications.
- Logistics: Facilitated shipping operations by scheduling freight pickups and coordinating loading times with carriers.
- Finance & Administration : Managed customer invoicing and billing, and assisted the business owner with financial record-keeping and tax preparation.

The Home Depot, The Dalles, OR — Pro Sales Associate

September 2022 - December 2023

- Managed high-volume B2B sales transactions and processed payments for commercial clients, including general contractors and construction firm owners.
- Sourced and processed special-order merchandise, communicating directly with external vendors via phone and email to secure required materials.
- Coordinated complex logistics for large-scale construction materials, scheduling timely job-site deliveries.
- Oversaw the full order lifecycle, proactively tracking inventory and notifying clients when materials were ready for will-call pickup or final delivery.

EDUCATION

Hood River Valley High School, Hood River, OR — Diploma

September 2010 - June 2012

REFERENCES

Available upon request.

SKILLS

11 Years Customer Service/
Retail Experience

AWARDS

Full-Stack Immersion -
CareerFoundry, Feb 26th, 2026

Intro to Frontend
Development -
CareerFoundry, Jul 17th, 2024

Fundamentals of Digital
Marketing - Google Digital
Garage, Sept 16th, 2023

Fundamentals of Graphic
Design - CalArts, Oct 10th,
2020

Small Business Development
- Columbia Gorge Community
College, Sept 2017 - May 2018

LANGUAGES

English

Spanish

