

Belinda Flores

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Education

SAN JOSE STATE UNIVERSITY

Business Administration, Management Information Systems

San Jose, CA

May 2026

KIEWIT CORPORATION

Administrative Coordinator

Milpitas, CA

March 2024 – Present

- Streamlined P-Card and Travel Card expenses through SAP concur.
- Oversaw office invoice management in partnership with Accounts Payable, improving efficiency and vendor payment accuracy.
- Gathered and analyzed weekly reports on security system performance, monitoring all data and incidents to ensure adherence to privacy compliance.
- Collaborated with IT to identify and resolve complex system issues, improving overall system posture.
- Prepared compliance and risk analysis reports on environmental vendors, aligning operations with EPA regulations and supporting vendor risk management decisions.
- Maintained and safeguarded sensitive vendor information, ensuring data is compliant with local, state, and federal regulations.
- Collaborated cross-functionally to deliver tailored AD hoc reports, enabling data-driven decision making.
- Built and managed strong vendor relationships, facilitating smooth transitions to office and on-site projects.
- Coordinated environmental site inspections, ensuring regulatory requirements were met.
- Provided logistical support for company meetings, regional events, and conferences.
- Managed office communications, serving as first point of contact for employees via email, phone, and inperson interactions.
- Configured and deployed docking stations for new and returning employees, ensuring seamless IT integration between laptops, monitors, printers, and other peripheral devices.

ITS CONGLOBAL

Administrative Assistant

Milpitas, CA

September 2023 – December 2023

- Delivered timely, professional responses to emails, enhancing communication efficiency and client satisfaction.
- Processed and managed office documents (scanning, copying, faxing), streamlining administrative workflows.
- Oversaw weekly inventory cycles, ensuring accurate counts and reducing discrepancies.
- Built strong employee relationships through clear communication, fostering a collaborative and supportive work environment.
- Kindly greet and assisted visitors with professionalism, contributing to a welcoming/customer-focused atmosphere.
- Coordinated new-hire onboarding by preparing offer letters, employee contracts, and orientation materials.
- Managed and safeguarded confidential employee files, improving compliance and record-keeping accuracy.
- Digitized and organized personnel records, increasing accessibility and supporting audit readiness.
- Supported payroll operations by preparing and distributing checks.
- Designed and implemented daily work schedules, optimizing employee productivity and task management.
- Verified employee inspections to ensure compliance with safety standards and accuracy of loading activities.
- Complied and distributed end-of-day performance reports for contractors, driving workflow optimization and operational transparency.

Skills

Computer: Adobe Acrobat, Microsoft Office (Excel, PowerPoint, Word, Outlook), Google Suite, Canva

Skills: Data Analyze, Data Entry, Documentation, Presentation, Coordinating, Troubleshooting, Attention to detail, and Creative Skills

Languages: English (Native), Spanish (Proficient)