

## **RITA ALONSO**

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### **Objective**

To continually seek out challenging positions shaping my professional growth.

### **Summary**

- \_ BA in Organizational Behavior
- \_ Fully experienced in MS Office, SAP, Oracle, AS400, Net meeting, WebEx training.
- \_ Excellent team player to reach common objective
- \_ Great communication, organizational and customer service skills
- \_ Real Estate License March 2004

### **Experience**

#### ***Real Estate Agent: Creative Property Services, Santa Rosa, CA 2005-current***

***-Top Sales by Volume 1<sup>st</sup> Qtr 2007***

***-Top Sales by Unit 2<sup>nd</sup> Qtr 2007***

***-Top Sales for the Year 2007***

#### ***Buyer/Planner, Nieco Corporation, Windsor, CA; 2003-2005***

- Created a Kanban system for inventory control
- Managed over 10000 parts from screws to platens to sheet metal with over 55 Suppliers
- Daily Negotiations for price reductions
- Trained new staff members
- Attention to detail and processes

#### ***Procurement Coordinator, Agilent Technologies Inc., Rohnert Park, CA; 1999-2003***

- \_ Managed 20 million dollars of inventory, 7000 parts with over 50 suppliers in the purchasing department.
- \_ Effectively reduced excess inventory by \$500,000.00.
- \_ Successfully transitioned to new worldwide ERP system "Oracle".
- \_ Solved a broad range of procurement-related problems of varying scope and complexity.
- \_ Key role in the discovery and resolution of identifying major gaps in forecasting from our overseas division.
- \_ Demonstrated creativity and ingenuity in information exchange process across multiple departments and other business divisions.
- \_ Extremely knowledgeable of JIT, KanBan contracts and the SMI process.
- \_ Facilitated Best Practice meetings, which included scheduling speakers, presenting buyer issues, resolutions and round table discussions.
- \_ Efficiently trained new staff.

#### ***Loan Processor, Investors Trust Mortgage, Santa Rosa, CA; 1998-1999***

- \_ Successfully coordinated the services of various lenders, appraisers, title/escrow companies, inspectors, and contractors in a time sensitive manner.
- \_ Managed over 50 loans a month from origination to closing.
- \_ Effectively communicated with the various external and internal entities to close mortgage loans monthly in a broker environment.

#### ***Loan Processor, Various companies, Washington Mutual, North American Mtg. Santa Rosa, CA; 1993-1998***

- \_ Managed 50 loans monthly in a corporate banking and broker lending environment.

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- Calculated various income scenarios, working with complex adjustable rate mortgages.
- Effectively communicated within a team environment on weekly bases to close loans with the top sales person in the company.
- Successfully learned software systems during the transition from American Savings to Washington Mutual
- Worked with more problematic loans with numerous credit and income challenges within strict time constraints.
- Successfully trained on document drawing and online underwriting software.

**Education****BS in Organizational Behavior, University of San Francisco, Santa Rosa, CA; 1998-2001**

- AA/Business Administration and Real Estate, S.R.J.C., Santa Rosa, CA; 1994-1996
- Small Business Certificate
- Real Estate License 2005