Anelsy Ordaz

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Seeking to utilize excellent communication, interpersonal, computer and organizational skills to complete tasks. Reliable with a good work ethic and the ability to quickly adapt to new tasks and environments.

SKILLS

- Safety Compliance
- Organizational Skills
- Problem-solving abilities
- Decision-Making
- Client Relations
- Exceptional oral and written communication skills
- Property inspection techniques
- Commercial property surveys
- Hazard identification
- Multitasking
- Computer Proficiency
- Property Management

EXPERIENCE

Insurance Loss Control Inspector
Pacific Inspections Inc., Lake Elsinore, CA *Nov 2024 - Present*

- Inspected personal lines, high value homes, commercial properties and job-sites.
- Reviewed insurance policies for coverage adequacy according to industry standards.
- Compiled detailed reports outlining findings from loss control inspections and recommendations for corrective action.
- Conducted on-site safety inspections to identify and evaluate hazardous conditions and practices in the workplace.
- Conducted detailed inspections of residential and commercial properties to assess condition and compliance with applicable codes and regulations.
- Analyzed data from photographs taken during inspections to identify potential issues related to construction quality or compliance with building standards.

Mortgage Field Inspector
Safeguard Properties, Lake Elsinore, CA *May 2024 - Nov 2024*

- Performed detailed Field and Mortgage inspections of residential and commercial properties, including evaluating condition of buildings and grounds.
- Evaluated exterior components such as roof, siding, windows, doors, decks, porches, driveways, sidewalks, patios, retaining walls and landscaping features.
- Analyzed data collected during each inspection in order to identify potential issues or concerns early on.
- Assessed interior features such as floors, carpeting, walls, ceilings, trim work, plumbing fixtures, appliances, electrical systems.
- Compiled comprehensive reports detailing findings from property inspections, including photographs and written summaries.

Fleet Safety Manager
Freight Haul Xpress LLC, Fontana, CA *Mar 2020 - Apr 2024*

- Monitored product import and export processes to ensure compliance with regulatory and legal requirements.
- Developed, and implement warehouse safety and security programs and activities.
- Maintained metrics, reports, process documentation, customer service logs,, and training, and safety records.
- Inspected physical conditions of warehouses, vehicle fleets, and equipment and ordered testing, maintenance, repairs, and replacements.
- Resolved problems concerning transportation, logistics systems, imports, and exports, and customer issues.
- Maintained records to comply with state and federal regulations.
- Established standards for safe operation of commercial motor vehicles in accordance with applicable laws and regulations.
- Educated drivers on regulatory requirements including hours-of-service limits and drug and alcohol testing rules.
- Tracked driver performance using GPS technology to monitor speed limits and route deviations.
- Provided guidance on compliance with federal, state, and local regulations governing fleet safety management.
- Handled and gathered the proper documentation for company insurance claims

Human Resources Manager
Freight Haul Xpress LLC, Fontana, CA *Mar 2020 - Apr 2024*

- Interviewed prospective drivers and made recommendations on hiring decisions.
- Recruited and onboarded new employees, ensuring compliance with regulatory requirements.
- Explained business rules and regulations via employee handbook.
- Provided current and prospective employees with information about policies, job duties, working conditions, wages, opportunities for promotion, and employee benefits.
- Identified reasons for employee termination.
- Investigated and reported on industrial accidents for insurance carriers.
- handled and gathered documentation necessary for insurance claims.
- Entered then filed applications, warning letters and termination documents in the system and driver files.

On-Site Property Manager
Hunt Enterprises Inc, Fontana, CA *Aug 2006 - Feb 2019*

- Ensured that rent payments were collected on time by implementing effective collection processes.
- Developed and implemented policies and procedures to ensure compliance with applicable laws, regulations, and standards.
- Implemented marketing strategies to attract new tenants and retain existing ones.
- Maintained detailed records of financial transactions, leases, and other documents related to property management.
- Performed regular inspections of the property to identify potential safety hazards or areas requiring improvement.
- Established relationships with local vendors in order to obtain competitive prices on goods or services needed for the upkeep of the property.
- Prepared monthly reports detailing occupancy rates, revenue generated from rentals, delinquency rates among tenants.
- Managed daily operations of the property, ensuring all maintenance issues were addressed promptly and efficiently.

- Monitored tenant satisfaction levels and provided exceptional customer service to resolve any complaints or concerns in a timely manner.
- Negotiated and finalized lease terms and agreements.
- Evaluated tenant eligibility in alignment with income restrictions and government regulations.

Sales and Marketing Representative
Empire International, Ontario, CA *Feb 2010 - Apr 2014*

- Performed administrative tasks related to sales operations such as order processing and invoicing.
- Forecasted sales numbers to gauge product and campaign success.
- Represented brand during special events, customer interactions and sales.
- Entered customer transaction information into company databases.
- Provided product information to customers and aligned products with customer needs to boost satisfaction.
- Responded promptly to customer queries to increase overall satisfaction.
- Followed up with customers after sales to gain feedback.
- Used knowledge of company products and services to recommend solutions to customers.

EDUCATION

Associate in Arts (A.A.) in Social and Behavioral Studies **GPA 3.0**
Riverside City College, Riverside CA *Jun 2018 Jun 2018*

Associate in Arts (A.A.) in Administration and Information Systems **GPA 3.0**
Riverside City College, Riverside CA *Jun 2018 Jun 2018*

Associate in Science (A.S.) in Business Administration: Management **GPA 3.0**
Riverside City College, Riverside CA *Jun 2017 Jun 2017*

Associate in Science (A.S.) in Business Administration: General Business **GPA 3.0**
Riverside City College, Riverside CA *Jun 2017 Jun 2017*

Associate in Science (A.S.) in Business Administration: Human Resources **GPA 3.0**
Riverside City College, Riverside CA *Jun 2017 Jun 2017*

General Education in Health Administration **GPA 3.0**
La Sierra University, Riverside, CA, US *Mar 2008 Mar 2008*

LANGUAGES

Spanish
Fluent

CERTIFICATIONS

- Mortgage Field Inspector Certification