

Alan Martinez

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Work Experience

Inventory Control Coordinator

DHL-Vista, CA May 2024 to September 2024

As Inventory Control Coordinator for the EUV material I verify and reconcile inventories of the customer, their suppliers, and of DHL through SAP and Leankit and DHL CSR ticketing tool. Complete physical inventories and compile/analyze reports. Act as an interface between customer, suppliers and on inventory issues for resolution of EUV material discrepancies. Maintained internal customer relation while conducting investigation on inventory discrepancies and adjustments

- Reconcile and data entry into SAP and the WM System.
- Analyze data and transactions for root cause analysis using excel spreadsheets.
- Monitor and input key data for several in-transit buckets within SAP for finance department reporting.
- Compile and maintain cycle count data for management reports to customer.
- Monitor failed transactions and physically reconcile discrepancies.
- Coordinate between customer, suppliers about inventory issues for resolution
- Investigate any/all shrinkage of inventory and advise departmental manager.

Inbound Logistics/Receiving

DHL-Vista, CA August 2023 to May 2024

As a dedicated warehouse receiver at DHL, I play a crucial role in maintaining the efficiency and accuracy of our warehouse operations. My responsibilities encompassed the safe and effective operation of powered equipment, ensuring the proper handling and movement of products. With a primary role on investigating issues with receiving EUV parcel into the warehouse. Managed the receiving problem shelf for EUV and maintained constant contact with customer on the issues through escalations paths. I take pride in upholding high standards of quality and organization, contributing to the overall success of the team my duties consist of

- Receives and audits incoming EUV materials.
- Serial number creation once approved
- Putaway parcel into warehouse locations
- Processes PO's through SAP
- Processes materials to return to supplier/vendor if damaged
- Generated goods receipts and transfer orders
- Expedites/communicates line down parts to the appropriate work centers
- Files documentation for record keeping for future investigations

Head Chef

Panda Express-Vista, CA January 2022 to August 2023

Line Cook

- Executed cooking tasks efficiently to meet production requirements and uphold quality standards, ensuring superior guest service.
- Prepared and plated food promptly, adhering to recipes and presentation guidelines.
- Maintained a clean, organized work environment, following food safety and hygiene protocols.
- Monitored inventory levels and coordinated with management to ensure sufficient supplies.
- Collaborated with team members to optimize kitchen operations during peak service periods.
- Assisted in training new staff on food preparation, safety procedures, and quality standards.

Waste Management Specialist

United Plant Growers-Escondido, CA January- 2020 to August 2020

- Managed all trash disposal, ensuring a clean, safe work environment.
- Implemented waste management and recycling procedures.
- Supervised sorting and disposal of various waste materials.
- Operated forklifts for bulk trash transport.
- Conducted regular area inspections and addressed sanitation issues.
- Collaborated on cleaning and maintenance schedules.

Dock Worker/Forklift Operator

Plant Source, Inc.-Escondido, CA January 2018 to August 2018

- Managed loading and unloading of plant shipments, ensuring accurate handling and documentation.
- Handled delicate plants with care to minimize damage.
- Operated forklifts for trash disposal and material transport.
- Organized nursery inventory for optimal visibility and accessibility.
- Assisted in constructing greenhouses for nursery expansion.
- Collaborated to maintain a clean and safe work environment.

Associates Degree in Economics

Palomar College - San Marcos, CA