

## **Moises Iniguez Pina**

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### **Summary**

Results-driven production and operations professional with experience in manufacturing, logistics, quality assurance, and team leadership across fast-paced production and operational environments. Skilled in production coordination, workflow management, inventory control, safety compliance, and process improvement with a strong focus on efficiency, productivity, and operational excellence.

### **Core Competencies**

- Production & Operations Coordination
- Manufacturing & Logistics Support
- Quality Assurance & Safety Compliance
- Inventory & Workflow Management
- Production Scheduling & Team Coordination
- Process Improvement & Efficiency
- Cross-Functional Communication
- Operational Reporting & Documentation
- Employee Training & Leadership
- Microsoft Office Suite & Data Tracking

### **Professional Experience**

#### **LOCAL DESIGN/CONSTRUCTION DEPARTMENT (LDC)**

Sacramento, CA

##### **Project Management Construction Oversight**

Jan 2026 – Present

- Coordinate daily field operations, workforce scheduling, material distribution, and workflow planning to support production timelines and operational efficiency
- Lead daily production and safety briefings to align crews with project objectives, quality expectations, and workplace safety standards
- Monitor labor allocation, equipment usage, and resource availability to maintain productivity across multiple active projects
- Serve as liaison between leadership, subcontractors, and field personnel to communicate operational priorities and resolve workflow issues
- Maintain detailed tracking of materials, inventory, and project progress to support scheduling accuracy and operational readiness
- Facilitate forecasting and planning meetings to prepare teams for upcoming production phases and ensure resource availability

#### **DAVIS JOINT UNIFIED SCHOOL DISTRICT**

Davis, CA

##### **Accounting Technician III**

Dec 2024 – Jan 2026

- Processed high-volume invoices, purchase orders, and reimbursements while maintaining strict accuracy and compliance standards
- Supported operational purchasing and vendor coordination for multiple departments
- Maintained organized financial and operational records to support reporting and audit readiness
- Assisted departments with workflow coordination, issue resolution, and internal process support
- Managed multiple deadlines and priorities within a fast-paced administrative environment

**WEST AUCTIONS**  
**Project Manager**

Woodland, CA  
July 2023 – Dec 2024

- Coordinated operational logistics, scheduling, inventory movement, and project execution activities
- Managed communication between internal teams, vendors, and clients to ensure project completion and customer satisfaction
- Oversaw administrative and operational processes while supporting multiple concurrent projects
- Assisted with operational reporting, expense tracking, and workflow coordination
- Supported large-scale client events and operational initiatives through detailed planning and execution

**UNITED STATES DEPARTMENT OF JUSTICE**  
**Asset Forfeiture Specialist**

Sacramento, CA  
Aug 2021 – July 2023

- Conducted financial reconciliations and operational reviews while ensuring compliance with federal regulations and procedures
- Maintained confidential records and prepared detailed reports with a high level of accuracy and accountability
- Collaborated with regional offices and cross-functional teams to resolve operational discrepancies and improve workflow efficiency
- Supported high-volume administrative and operational processes within a deadline-driven environment

**SUN VALLEY RICE CO.**  
**Quality Assurance & Logistics Manager**

Sacramento, CA  
Apr 2016 – Aug 2021

- Supervised daily production, quality assurance, and logistics operations within a high-volume food manufacturing environment
- Coordinated production schedules, staffing, inventory flow, and shipping logistics to support operational efficiency and on-time production goals
- Monitored production processes to ensure compliance with food safety regulations, quality standards, and company procedures
- Conducted quality inspections, documentation reviews, and internal audits to maintain FSSC 22000 and food safety compliance standards
- Trained production staff on operational procedures, GMPs, sanitation standards, food safety practices, and workplace expectations
- Collaborated with warehouse, production, and shipping departments to streamline workflows and reduce operational delays
- Maintained detailed production, quality, and inventory records to support traceability and compliance requirements
- Assisted with continuous improvement efforts focused on productivity, efficiency, and process consistency
- Managed customer specifications, product quality concerns, and corrective action processes to maintain service and quality standards
- Supported preventive controls and food safety initiatives in compliance with FDA and industry regulations

**Education**

**COLUSA HIGH SCHOOL**

Colusa, CA

**Certifications**

**FSSC 22000 – Internal Auditor Course**  
**Preventative Controls for Human Foods**  
**Food Safety Workshop – Basic GAP**

International Management Consultants  
Food Safety Preventative Controls Alliance  
California Certified Organic Farmers (CCOF)