

# Diego Hernandez

Glendale, CA 91205

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Authorized to work in the US for any employer

## Work Experience

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### **Order Puller/Inventory clerk**

SSF imported auto parts LLC - Glendale, CA

December 2022 to February 2023

- Proficiency in keeping inventory up to date using weekly reports and data sheets
- Record all incoming merchandise and shipments
- Order inventory from vendors and suppliers and secure shipment arrival times
- Audit received inventory checking specifications on logs between shipping department
- Manage inventory and perform cycle counts through inventory management software
- Perform quality checks on stored inventory and discard inventory that does not meet the company's standards

### **Manufacturing Associate**

Glenair Inc. Aerospace - Glendale, CA

January 2020 to May 2020

- Schedule regular equipment and tool maintenance and schedule repairs when needed
- Order materials needed for production and keep a record of work orders
- Switch on equipment at the start of shifts and switch off equipment at the end of shifts
- Keep track of supply inventory and assist with packaging and labeling finished products
- Laser marking

### **Inventory Control Associate**

Forever 21 - Los Angeles, CA

February 2018 to January 2020

- Load merchandise onto conveyor belts for automated sorting
- Scan shipping carton IDs; print and tag shipping labels onto each parcel
- Partner with Operations/Loss Prevention on conducting physical inventory/cycle counts on inventory
- Maintain strict records and reporting to management
- Identify any inventory discrepancies from the physical inventory data, investigate all potential causes, and recommend corrective measures

## Education

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### **Associate in Business Administration**

Hartnell College - Salinas, CA

August 2013 to December 2015

## Skills

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- Spanish
- Time Management
- Packaging
- Assembly
- Manufacturing

## Additional Information

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- Proficiency in Microsoft Office (Word, Excel, and Outlook)
- Data entry and paperwork
- Inventory and cycle counts
- Shipping and receiving via FedEx, USPS, and UPS
- Order pulling and packaging
- Bilingual- English and Spanish