

Ivan Hernandez

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Motivated and highly analytical worker looking to join a reputable organization to pursue a more challenging career. Interested in operations management to help a dynamic company achieve its business goals and objectives.

Work Experience

Inventory Coordinator

The Shipping Butler

June 2022 to Present

3PL for BLEUSALT

Receive incoming product and inspect it for defects

Reserve new product and create pickable locations, send samples to HQ via wholesale order for photoshoots in preparation for launch

Replenish merchandise needed for orders

Pick and Pack merchandise for orders

Inspect returns for any defects and allocate them to proper location

Cycle Count and Audit merchandise for accurate Inventory stock

Oversee Inventory operations and ensure associates are following correct work procedures

Warehouse Lead/Clerk

Performance Team, LLC.

August 2020 to June 2022

Third Party Vendor for Forever 21

Clerical duties for both Inventory and Stock Replenish Departments

Experience with Vargo COFE (WMS)

Generate Reports on Excel with VLOOKUP, SUMIF, COUNTIF and Pivot Tables

Gather data and send end of the day reports to Supervisors, Managers and Directors on work production and hours done for the day

Receive incoming merchandise and put away merchandise for pending orders

Replenish merchandise needed to complete orders

Cycle Count and Audit merchandise for accurate Inventory stock

Adjust discrepancies with stock for accurate Inventory totals

Alongside another lead, help manage more than 20 associates and assign each one a different assignment for the day

Make sure associates are following regulations and follow both safety and work procedures

Report associates that created safety and workplace violations to management

Associate Clerk

Kimco Staffing Services

February 2020 to August 2020

Temp agency for Forever 21

Clerical duties for both Inventory and Stock Replenish Departments

Experience with Vargo COFE (WMS)

Gather data and send end of the day reports to Supervisors and Managers on work production and hours done for the day

Cycle Count and Audit merchandise for accurate Inventory stock

Receive incoming merchandise and allocate them for Picking Department to fulfill orders

Adjust discrepancies with stock for accurate Inventory totals

Alongside another lead, help manage more than 10 associates and assign each one a different assignment for the day

Associate Clerk

Forever 21

July 2019 to February 2020

Receive incoming merchandise and allocate them for Picking Department to fulfill orders

Maintain a clean and safe work environment

Alongside another lead, help manage more than 10 associates and assign each one a different assignment for the day

Gather data and send end of the day reports to Managers and Supervisors based on work production and hours done for the day

Clerical duties for both Inventory and Put Away Departments

Experience with Vargo COFE

Warehouse Associate

Forever 21

December 2018 to July 2019

Receive incoming merchandise and allocate them for Picking Department to fulfill orders

Perform Audit for Inventory

Maintain a clean and safe work environment

Associate

Randstad

May 2018 to December 2018

Temp Agency for Forever 21

Receive incoming merchandise and allocate them for Picking Department to fulfill orders

Maintain a clean and safe work environment

Associate

Adecco

October 2017 to January 2018

Temp Agency for Forest Lawn Memorial Park

Help maintain grave tablets from weeds and debris

Help set up for special events and ceremonies

Provide sensitive quality service to visitors during troubling times

Corpsmember

Los Angeles Conservation Corps

June 2014 to April 2017

Community Beautification in City Council Districts 1 and 13 in Los Angeles Invasive species removal and habitat restoration in surrounding areas of the Los Angeles River Graffiti Removal and Community Outreach at the Los Angeles River

Assist City Officials with special events to the public

Education

High School Diploma

Los Angeles River School - Los Angeles, CA
June 2014

Skills

- Familiarity with Excel, Word & Outlook (3 years)
- Data Entry (3 years)
- 10 key typing (3 years)

Assessments

Business math — Proficient

April 2023

Using basic math to solve problems in a business context
Full results: [Proficient](#)

Warehouse safety — Proficient

May 2022

Using safe practices in a warehouse setting
Full results: [Proficient](#)

Spreadsheets with Microsoft Excel — Proficient

April 2021

Knowledge of various Microsoft Excel features, functions, and formulas
Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.