
ROBERT HERNANDEZ

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OBJECTIVE:

Seeking to expand experience and knowledge base within cGMP, cGDP and Compliance in the Manufacturing/Biotech/Device/Pharma Space. Seasoned professional with extensive experience in Supply Chain, Purchasing, Material Handling/Management, Inventory Control, Document Control, Scheduling, VMI, and overall organization of Production/Manufacturing environment.

EXPERIENCE:

METIS CONSULTING SERVICES | Vista, CA

Nov 2023-Sep 2024

Program Manager

- Scheduled and coordinated program activities, as well as monitored and evaluated program progress and outcomes.
- Worked with Business Development to ensure they had necessary information, and maintained program records and documentation
- Coordinated program logistics, including scheduling, resource allocation, and performing other program-related administrative duties as assigned

PRO SPOT INTERNATIONAL | Carlsbad, CA

May 2022-Oct 2023

Buyer

- Communicated with various suppliers in order to purchase bar stock, sheet metal, and other manufacturing components for production, various shop and office supplies, as well as setting up and maintaining Vendor Managed Inventory.
- Prepared Request for Quotes for suppliers in order to negotiate pricing, and prepared Purchase Orders and expedited shipments when needed.
- Collaborated with accounting and inventory departments in order to maintain accuracy of invoices and stock respectively, and performed investigations and corrective actions when necessary.

CUE HEALTH | Vista, CA

Mar 2021- May 2022

Inventory Control Specialist

- Carried out routine cycle counts across all levels of production material, investigated any inventory discrepancies upon completion of cycle counts, and supported Shipping and Receiving when needed.
- Reported current and forecasted shortages in stock levels to warehouse and production supervision and management when necessary.
- Responded to material requisitions, ensuring First In, First Out when appropriate.

ARGONAUT MANUFACTURING SERVICES | Carlsbad, CA (Contract) Sep 2020- Mar 2021

Material Handler/Inventory Control

- Executed various tasks involving material, including moving and issuance, for the purposes of adjusting inventory and fulfilling work orders.
- Prepped and maintained records, reports, and documentation accurately and neatly, as well as assisted production and manufacturing in set up and line clearance activities.
- Adhered to all necessary and prescribed safety and quality standards, as well as written procedures and working instructions.

AMERICAN FAUCETS AND COATINGS | Vista, CA

Aug 2019 – May 2020

Customer Service/Purchasing Agent/Inventory Control

- Assisted customers in order fulfillment and ensured they received their products in a timely and efficient manner.
- Purchased various goods and materials from vendors, both national and international, to ensure inventory levels were satisfactory and available for finished goods and kitting.
- Performed cycle counts and various other inventory related activities to ensure its accuracy in the company's MRP system, as well as removing and scrapping unneeded or unwanted goods and materials.

CLIENTS & PROFITS | Oceanside, CA (Contract)

Apr 2018 – Jul 2019

Accounting Support Specialist

- Supported clients over the phone with their various accounting needs, which included accounts payable and accounts receivable journal entries, as well as assisting in bank reconciliation and the closing of the financial year.
- Advised customers in creating and printing various financial reports, including income statements, balance sheets, and statements of equity.
- Built a database within Clients & Profits for both training purposes and aiding customers with their Accounts Payable needs.

PROCOAT | San Marcos, CA

Dec 2016 – Feb 2018

Project Coordinator

- Worked in concert with engineering, shipping/receiving, and production departments in order to ensure product was completed and delivered in a timely manner.
- Responsible for maintaining production schedule and updating production orders based on job status and customer demand, led daily meetings with production department in order to communicate any concerns regarding prioritizing finished goods.
- Corresponded with various customers in order to accommodate their needs by meeting or exceeding quality standards and expedited orders when required, as well as purchased raw materials when needed.

GENENTECH/SBM SITE SERVICES | Oceanside, CA (Contract)

Sep 2015 – Nov 2016

GMP Team Lead

- Strictly adhered to manufacturing and cleaning Standard Operating Procedures in order to uphold Current Good Manufacturing Practices, as well as Good Documentation Practices.
- Overlooked and maintained detailed logs in order to track various GMP cleaning activities, as well as collaborated with manufacturing, production, and quality leadership for scheduling purposes.
- Tracked and maintained inventory.

EDUCATION:

MIRA COSTA COLLEGE | Oceanside, CA,
Supply Chain Management

2024 – Present

CALIFORNIA STATE UNIVERSITY, SAN MARCOS | San Marcos, CA
Logistics/Supply Chain

2021 – 2022

- Certificate of Completion-Supply Chain Management.

MIRA COSTA COLLEGE | Oceanside, CA
Business/Accounting

2015 – 2018

- Certificate of Achievement-Bookkeeping.

CALIFORNIA STATE UNIVERSITY, SAN MARCOS | San Marcos, CA
Accounting/Bookkeeping

2014 – 2014

- Certificate of Completion-Professional Bookkeeping with QuickBooks.