

Dante Almanza
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WORK AND LEADERSHIP EXPERIENCE

Bilingual: Spanish

El Alteño Wholesale, Los Angeles, CA

June 2013 – Present

IT Administrator/Network Support

- Researched, identified and replaced company's outdated ERP software (Everest).
- Supervised migration of data between former (Everest) and updated software (Greenestep).
- Devise credentials and security rights for employees under new software.
- Installed and configured Windows 2016 Server for Los Angeles and San Bernardino company locations.
- Assisted in setting up firewall (PfSense) for both locations.
- Cooperated in setting up site to site VPN for both locations.
- Configured network and designed cable management for both locations (switches, extenders, MOCA, patch panels, crimping Ethernet cables).
- Maintain and administer computer networks and related computing environments including systems software, applications software, hardware, and configurations.
- Supervise and maintain network performance (availability, utilization, throughput, goodput, and latency) and test for weaknesses.
- Troubleshooting, diagnosing and resolving hardware, software, and other network and system issues.

Office Manager

- Administer office services by organizing office operations and procedures; preparing payroll; controlling correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions.
- Maintains office efficiency by planning and implementing office systems, creating layouts, and purchasing equipment.
- Comply with operational requirements by scheduling and assigning employees; following up on work results.
- Ability to monitor time management, multi-task, and prioritize work.
- Process new employees, terminations, transfers and promotions.
- Supervise payroll and human resource operations.

Warehouse manager

- Maintained receiving, warehousing, and distribution operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures.
- Responsible for opening warehouse, loading trucks with corresponding merchandise for routes, and attending customers.
- Itemized and approved logs for warehouse coolers, freezers, and light fixtures to assure efficacy.
- Restored maintenance of warehouse machinery and transporting vehicles.
- Require standards of health and safety, hygiene and security.

Accounts Payable & Accounts Receivable

- Built strong relationships with vendors, service providers and landlord, ensuring all items are invoiced and paid on time.
- Proposed contract and price negotiations with office vendors, service providers and office lease.
- Updating and sustaining records of expenditures.
- Oversee and handle the company's privacy-sensitive information.
- Responding to vendor invoices in a timely and efficient manner.
- Ensuring that all payments are made in accordance with company policy.
- Resolving payment discrepancies and disputes on behalf of the company.
- Develop, manage and maintained comprehensive payroll duties such as: collecting, compiling and entering payroll data using appropriate software on time; calculating and posting payroll deductions, investigating and resolving payroll discrepancies; preparing payroll reports of earnings, hours worked, taxes, insurance and leave.

Crystal Valet, Los Angeles, CA

June 2015 – 2016

Lead Valet

- Supervised and coordinated the valet department—ensuring professional and courteous service.
- Organized and delegated work schedule, assigned duties and supervised workers' activities to ensure compliance with established rules and regulations.
- Preserved daily record of operations, including money received, services performed and reported accidents.
- Developed and implemented policies and procedures of valet while maintaining a high level of professional appearance, demeanor and ethics in dealing with guests and the valet team.
- Parked cars in a fast paced environment, while coordinating with a team of other valets at events with highly profiled politicians and celebrities.

EDUCATION

Santa Monica College, Santa Monica, CA

June 2014 – Present

Aiming to Receive Department Certificate in Computer Networking

Cumulative GPA: 3.33