

# Abel Gloria

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## Education

**Fullerton College**  
Computer Science, A.S.

**Fullerton, Ca**  
Currently Enrolled

**Buena Park High School**

**Buena Park, Ca**  
Graduated

## Experience

**Allwin Medical  
Devices**

**Anaheim, Ca**  
**Apr 2024 - Present**

**Office Assistant**

- **Optimized inventory management:** Maintained accurate stock levels through meticulous organization and data entry. Implemented a new inventory tracking system using SQL, ensuring real-time visibility and streamlined stock control.
- **Enhanced communication for inventory accuracy:** Collaborated effectively with the India team, fostering clear communication protocols to guarantee data integrity and minimize discrepancies in inventory records.
- **Leveraged technology for efficient tracking:** Utilized SQL to create a comprehensive inventory database, enabling efficient data analysis, reporting, and informed decision-making.
- **Streamlined processes through active participation:** Contributed to team success by actively participating in meetings and discussions, offering insights and working towards improved logistics strategies.

**Epost Global**

**Cypress, Ca**

**Export Clerk/Trainer**

**Dec 2023 – Apr 2024**

- **Logistics Specialist:** Managed high-volume document processing (scanning hundreds of pieces), conducted data queries and cleaning in Excel, and generated dispatch paperwork for truck drivers. **Increased efficiency** by creating workflow templates, leading to a **higher volume of dispatches** processed by the team.
- **Developed and delivered** training programs for colleagues, **successfully enabling** them to cover my responsibilities during absences. This resulted in **improved team continuity** and **minimized disruptions** to workflow.
- **Seeking opportunities for cross-departmental collaboration:** Actively seeking to learn from and work with other departments to leverage successful strategies from my current role and contribute to broader company goals.

**Socal Grad**

**Anaheim, Ca**

**Inventory Keeper/Web Developer (Temporary)**

**May 2023 – Dec 2023**

- Addressed customer inquiries and provided assistance to partner schools.
- Efficiently distributed cap and gowns, plaques, and confirmed delivery with receiver's signature skills, knowledge, abilities, or achievements.
- Developed and maintained a WordPress website as a point of contact between SoCalGrad and other parties, utilizing JavaScript, PHP, and regular maintenance
- Managed inventory of shirts, sweaters, and cap & gowns using Excel, ensuring accurate stock levels, and regularly communicated inventory counts to manager for efficient tracking and restocking

**American Woodmark**  
**Data Entry Clerk**

**Brea, Ca**  
**Oct 2020 – Jan 2023**

- Proactively communicate with truck drivers to confirm pick-up locations, ensuring smooth logistics & timely deliveries
- Documented arrival times of deliveries, ensuring accurate tracking & accountability  
Utilized Excel to record & report daily sales, providing valuable insights for decision-making and performance evaluation
- Employed SQL to track file boxes and their contents, ensuring accurate auditing processes.

### **Skills & Interests**

**Technical:** *Excel, SQL, Git, Office 365, Java, Javascript, GoLang, HTML, CSS, Querying Data, Wordpress*

**Language:** *English, Spanish*

**Clerical:** *Customer Service, Export Clerk, Dispatch, Quickbooks,*

**Interests:** *Music, Working Out, Fashion*