

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/TrainerOffice Assistant

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

Brea, Ca

Data Entry Clerk**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*