Kevin Rompca

Highly motivated and detail-oriented individual with a strength in learning and adaptability.

Check out my website on the right to view my skillset more in-depth.

Work Experience

2024-06 - Current

Assistant Depot Manager
Sevenday Windows

- Engaged with customers to communicate order status and address inquiries effectively.
- Prepared and processed quotes and orders, ensuring accuracy and timeliness.
- Engaged with suppliers/producers to coordinate and arrange products and services in accordance with client requests.
- Monitored stock turnover to ensure optimal inventory levels and efficient product availability.
- Managed invoicing and payment processing, including debt management to maintain financial health.
- Delivered products via van, ensuring safe and timely transportation while adhering to delivery schedules.
- Unloaded deliveries and maintained a clean and organized warehouse environment.
- Streamlined paperwork processes, resulting in a 90% improvement in accuracy, which allowed the depot manager and myself to focus on enhancing sales by 30%.
- Developed Excel automation tools that saved at least 10% of processing time, enabling greater focus on additional responsibilities.
- Created an Excel workbook utilizing VBA and complex formulas for multiple depots, facilitating the management of ancillary products such as silicone, trims, and tools. This workbook automates quoting and invoicing processes, logs quotes and invoices, transforms quotes into invoices, generates specific customer price lists, calculates margins based on input, and enables efficient searching for invoices and quotes.

2020-09 - 2024-06

Warehouse Worker
Plumbs Dairy Ltd

- Accountable for the selection and packaging of orders within a high-volume warehouse setting.
- Ensured the maintenance of a clean and safe working environment.
- Conducted a comprehensive verification of all deliveries in relation to the corresponding orders.
- Implemented a first-in, first-out (FIFO) inventory management approach to systematically alternate goods, ensuring that shelves remained organized and adequately stocked.
- Maintained effective communication with management, promptly informing them of any issues related to deliveries or stock levels.
- Developed automated features within an Excel spreadsheet designed for order calculations, achieving a high level of accuracy with minimal errors, resulting in a 90% error-free rate.
- Provided comprehensive training to new employees to ensure they met high performance standard in their role.
- Facilitated the preparation and processing of daily orders on a limited basis during the manager's absence, ensuring the replenishment of low-stock items for the entire company, while maintaining a flawless record with no errors incurred throughout the process.

Contact

Location
Cambridge

Phone
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Email
kevin.r.rompca@gmail.com

Website
https://kevinr.vercel.app/

Skills

Microsoft Excel ●●●◑●

Adaptability ●●●◑●

Driven ●●●●◑

Organization ●●●●

Team player ●●●●◑

Reliability ●●●●◑

Problem Solving ●●●●◑

Communication ●●●◑●

Patient

Logical Thinker

Driving license

Common Sense

Languages

English - Fluent

Polish - Fluent speaker and listener

Education

2018-09 - 2020-06

BTEC Level 3 Diploma: Information Technology

Cambridge Regional College

Awarded Distinction* Distinction Distinction.

GCSE

Chesterton Community College

- *Math - 7 (A)*
- *English Language - 6 (B)*
- *Science - 6-5 (B)*
- *Computing - 4 (C)*
- *IT - M2 (B)*

Education

Programming

C# ●●○

Python ●●○

HTML & CSS ●●○

SQL ●○

2018-09 - 2020-06

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GCSE

Chesterton Community College