

# Allan Cubas

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## Full Stack Engineering Apprentice

*Leveraging Technical and Communication Skills to Drive Revenue Growth*

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Seasoned, dynamic, tech-centric, and results-driven professional showcasing progressive years of experience across business development, inventory, business analysis, and communication roles. Evinces a track record of streamlining operational procedures, building departmental function development, and inventory management procedures, as shown via recent tenure as Communication PA at Amazon Fulfillment Center. Precise and concise communicator, able to collaborate with diverse experts/teams, deliver results, and produce rapid business value.

### SKILLS

- |                                    |                           |                          |
|------------------------------------|---------------------------|--------------------------|
| ▪ Internal Communication           | ▪ Strategic Communication | ▪ Public Relations       |
| ▪ Employee Engagement              | ▪ Inventory Management    | ▪ Continuous Improvement |
| ▪ Cross-functional Team Leadership | ▪ Business Development    | ▪ Conflict Resolution    |
| ▪ Project Management               | ▪ Agile Methodologies     | ▪ Communication Skills   |

### PROFESSIONAL EXPERIENCE

#### AMAZON FULFILLMENT CENTER | SACRAMENTO, CA | OCTOBER 2022 – PRESENT

##### **Warehouse Associate (Picking/CAP Department)**

*The Amazon fulfillment center is a warehouse where inbound orders are received, stored, packed, and shipped to customers. The Pickers responsibility is to ensure high pick count while maintaining a great emphasis on pick accuracy. The Communication PA's responsibility is to act as the core of all communications between head management and employee, including all engagement and activity-related messages.*

- **Safety Workplace:** Keep a constant visual of existing and potential safety risks in accordance with departmental and site policies, escalating areas where safety risks present a risk to a larger portion of AA's.
- **Picking Quality:** Maintained a high-quality percentage throughout tenure to complement a high pick rate.
- **Business Networking:** Maintain communication between my respective PA's and AM's to better understand departmental needs, areas in which safety risks may be present, and maintain mutual accountability in our respective roles.

##### **Seasonal Communication Process Assistant (PA, 2022 Peak Season)**

- **Communication:** Communicate with hundreds of employees onsite to better understand their needs and, if necessary, take individual cases to management, promoting seamless coordination with cross-functional teams.
- **Advertising:** Utilize Adobe Photoshop and Microsoft PowerPoint to generate a graphic educational advertisement to be exhibited around the facility and deliver campaign goals, deadlines, and deliverables to achieve the company's goals and objectives.
- **Business Operations:** Publish engaging and newsworthy table talkers and installations by the deadline each week so that all Amazonians are well informed on the latest development, sustaining harmonious business operations.
- **Employee Engagement:** Oversee the development, execution, and results of onsite employee activities, including the most recent annual thanksgiving lunch, fostering a stable relationship within the organization.
- **Safety Workplace:** Provide a warm, engaging, and empowering work environment for all Amazonians at SMF1, boosting productivity in accomplishing multifaceted functions.

#### ELDREDGE WOODWORKS INC. | SACRAMENTO, CA | MAY 2021 – SEPTEMBER 2022

##### **Permit Technician Manager**

*Eldredge Woodworks Inc. is a full-service renovation company specializing in kitchens and bathrooms. The Permit Technician Manager develops building plans using the 2020 Live software design program and submits building permit applications, ensuring compliance and commitment that covered permit applications.*

- **Regulatory Compliance:** Established and enforced appropriate code requirements for project permits in conjunction with 15-20 architects, engineers, and city/county/state officials.
- **Project Analysis:** Carried out an in-depth analysis of applicable statutes and building regulations for projects, recognizing discrepancies and promptly addressing them for resolution.
- **Permit Quality Support:** Generated text modifications and updated ordinances that pertain to the departments of planning, zoning, signing, building, infrastructure, and areas associated sectors, verifying measurements on site plans and calculating areas.
- **Continuous Improvement:** Prepared reports on project status and suggested improvements to policies and guidelines, implementing process improvements to increase productivity.

- **Revenue Growth:** Sustain a monthly average of 110 permits with 42 new permit projects, exceeding goals through effective task prioritization and great work ethic.
- **Teamwork:** Assisted the project planners, consisting of 9 personnel, to understand the permit's end-to-end lifecycle and what was expected of them on each site visit, maximizing efficiency through effective resource allocation and employee management.
- **Permit Evaluation:** Evaluated construction blueprints and site plans, including historical and GIS aerial maps, floor plans, and infrastructure specifications, to ensure adherence to permitting guidelines.

### **Project Planner**

- **Project Planning:** Accountable for scheduling project activities, budgeting resources, and maintaining financial control over all labor and materials expenses for simple and complex projects while maintaining resource sustainability, reinvigorating core processes, and determining new approaches.
- **Business Development:** Recognized opportunities for streamlining the permission process, highlighted critical areas where performance was lacking and guided how to make improvements, streamline business tasks, mitigate errors, reduce operating costs, and boost operational efficiency.
- **Project Coordination:** Efficiently contacted the client, sales manager, and subcontractors to coordinate the project's implementation, fostering mutually beneficial relationships at all organization levels to facilitate collaborative efforts towards development.

### **ACE HARDWARE DISTRIBUTION CENTER | ROCKLIN, CA | JULY 2020 – APRIL 2021**

#### **Assistant Warehouse Supervisor**

*Ace Hardware is a wholesaler and retailer of hardware, paints, and home improvement products. The Assistant Warehouse Supervisor oversees the entire work schedule, assignments, and production sequences to fulfill production objectives.*

- **Leadership:** Supervised the activities of the employees involved in the processing of goods, such as inspectors, machine operators, verifying the safety of every employee throughout the use of the equipment.
- **Training and Development:** Facilitated employee training on work and safety procedures and equipment usage, identifying opportunities for improvement and providing innovative solutions.
- **Collaboration:** Collaborated closely with senior management to develop and implement organization targets, policies, procedures, and systems and identify warehouse and operational roadblocks to innovate solutions.

### **EARLIER EXPERIENCE**

#### **AMERICAN INCOME LIFE | SACRAMENTO, CA**

##### **Insurance Agent**

- Interviewed potential clients to learn about their financial capabilities and needs, the physical condition of the person or property to be insured, and to explain any existing coverage, exhibiting high regard for confidentiality in maintaining insurance documents.
- Kept a robust business model by describing and reviewing policies relating to customer needs and newly available products to preserve current group business, consistently exceeding sales goals by leveraging insurance products, services, and best practices.

#### **TOPNOTCH METAL PRODUCTS | SACRAMENTO, CA**

##### **Inventory Specialist**

- Monitored and delivered inventory analysis services for over \$10+ million worth of aluminum and HVAC products across two warehouses, coordinating multiple cross-functional tasks concerning the inventory process improvement.
- Provided training and onboarding for 2 inventory specialists in addition to regular activities, decreasing analysis times by an average of 2 hours per day and making them 25% more efficient than previous specialists.
- Decreased overhead by \$60K (6%) by establishing new inventory storage procedures and identifying areas of the current system, maintaining optimum inventory levels proficiently.

##### **HVAC Manufacturer**

- Manufactured aluminum WYE and couplings used in residential HVAC systems and aided onsite engineers evaluate and fixing heavy machinery to meet safety requirements. Retained a clean and safe work environment and performed simple equipment maintenance.

### **EDUCATION & PROFESSIONAL DEVELOPMENT**

**Inderkum High School – Sacramento, CA – Diploma | 2018**

### **IT SKILLS**

HTML 5 | CSS | Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)

### **LANGUAGES**

**English (Fluent) | Spanish (Fluent)**