

IVAN CORDOVA

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OBJECTIVE

To use my specialized training and work experience as an Accounting Clerk,
Administrative Assistant, Procurement, Buyer.

KNOWLEDGE / SKILLS / ABILITIES

Computer Literate	Bilingual/Bi-literate (English/Spanish)
Manual and Computerized Accounting Systems	Type 60 WPM
Accounts Payable and Receivable	Financial Statements
General Ledger	Bank Reconciliations
Journals	Ten-Key Calculator by Touch
Knowledge of Office Procedures and Equipment	Written Communication Skills

EDUCATION

Central Coast College, Salinas, CA. June 2017 to April 2019
Diploma in Accounting
Relevant Coursework: Basic Bookkeeping, Accounts Payable and Receivable, Computer Literacy, Business Mathematics, Business Communications, Office Procedures, Business Organization, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and QuickBooks.

EXPERIENCE

Forno Bravo LLC, Salinas, Ca June 2018- Present
Purchasing/Procurement
Verifies purchase requisitions by comparing items requested to master list; clarifying unclear items; recommending alternatives. Forward available inventory items by verifying stock; scheduling delivery. Prepares purchase orders by verifying specifications and price; obtaining recommendations from suppliers. Verify receipt of items by comparing items received to items ordered; resolves shipments in error with suppliers. Authorizes payment for purchases by forwarding receiving documentation. Provides purchasing planning and control information by collecting, analyzing, and summarizing data and trends.

Harold Crawford Company, Santa Maria, CA. July 2017 to June 2018
Produce Inspector
Inspected the condition of produce and ensure produce was stored at proper room temperature. Used customer specification to grade product quality, condition, weight, and size. Collaborate with the sales department and USDA Produce Inspectors for needed quality federal inspections to ensure resolution of issues

Andrew Smith Company, Salinas, CA April 2013 to July 2017
Harvest Manager
Administered the romaine harvest operation, distributed harvest orders, conduct pre-harvest assessments and inspected new produce blocks. Communicated with the sales department regarding quality, produce volume or changing market prices. Worked with vendors to coordinate the movement of harvest equipment. Sanitation and cleaning of harvest equipment.
Assisted in food safety inspection's (LGMA, Primus) and managed food safety records for compliance.

ACHIEVEMENTS / ACTIVITIES

Received Certificates of Recognition from Central Coast College for:

- Outstanding Effort (2)
- Excellent Work Ethic (3)