

# Christian Henriquez

San Diego, CA

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(760) 604-4792

Objective: Finding a career in a challenging position in which I can apply my knowledge and skills acquired through my education and previous work experience.

## Work Experience

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### **Production and Operations Manager**

Emerald Seed Company

December 2015 to Present

- Manage inventory of 1,900+ seed lots. This includes maintaining updated germ tests, weekly cycle counts, annual physical inventory, and seed discards.
- Coordinate seed production plans by reviewing 3 years sales analysis and forecasting future sales.
- Contract seed production domestically and internationally.
- Work directly with vendors and producers to negotiate the size, quantity, and costs of seed production.
- Create spreadsheets tracking all production varieties, quantities, costs, and estimated times of arrival.
- Issue quotes through Pro-Formas.
- Participate in bi-weekly sales meetings with the objective of developing strategies to promote sales of new products domestically and internationally.
- Demonstrate extensive trials of Commercial and Pre-Commercial varieties to introduce products to the right markets.
- Generate export documents such as Phytosanitary Certificate, Invoice, Packing List, and Certificate of Origin.
- Review and approve seed invoices for payment.
- Establish operating procedures for multiple departments within the company.
- Manage and resolve customer complaints.
- Lead weekly shipping meetings with the purpose of establishing packing priorities for the warehouse and outlining clear processes to complete the goals.
- Source seed for prompt shipments from multiple vendor options, always considering margins.
- Process company payroll and maintain records of PTO for all employees.

### **After School Tutor**

Tafoya Elementary School - Woodland, CA

September 2013 to March 2015

- Assisted students in completion of the homework and projects they were assigned.
- Supervised and ensure students' safety at all times.
- Offered guidance to students from underprivileged homes who are struggling academically.
- Provided assistance in communication between teachers and non-English speaking parents.

## **Delivery Driver**

Pizza Hut

February 2010 to December 2014

- Interacted with customers, receive orders, process payments, respond appropriately to customer issues.
- Prepared products as ordered by customers. Uncompromising standards in maintaining a clean and safe environment.
- Operated register or point of sale terminal.
- Delivered products in timely manner to meet customers' expectations.

## **Delivery Driver**

Sodexo - Davis, CA

September 2012 to June 2013

- Processed multiple deliveries of food from Culinary Support Center (CSC) to campus dining commons.
- Followed strict health codes to ensure food safety.
- Contributed to maximum efficiency of warehouse deliveries by ensuring accurate labeling of food products.

## Education

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### **Bachelor of Arts in International Relations and Bachelor of Arts**

University of California Davis - Davis, CA

December 2014