

Name: Rubidia Lopez
(First name) (Middle name) (Last name)

Contact Information: 323-635-9429 rlms1431@yahoo.com
(Phone) (Email)

Are you a registered to vote in South Gate: Yes
(Yes/No)

Office of the
South Gate City Clerk

APR 14 2022

FILED

Please state why you would like the City Council to appoint you to the position: (No more than 500 words)


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Describe any other information you may wish the City Council to know:

Even though I do not have any prior municipal government experience I do have experience in business. I have been an Inventory Control Analyst for 10 years. I have worked for BCBG Max Azria, LLC for the majority of my career until I was laid off because of the pandemic. I then was fortunate to find another position with Havanitas North America. I am a great organizer, detail oriented, and fast learner.

Applications may be accompanied by a resume describing experience and training in relation to the requirements of the position.

Applicant Signature: _____


(Signature)

4/14/2022
(Date)

- By signing, I affirm the information provided in the application is true and complete.

RUBIDIA LOPEZ

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Dedicated and resourceful inventory control professional with ten years of combined achievement in inventory management, administrative support, and financial operations. Looking to obtain a career that will challenge and allow me to use my skills and past experiences in a way that is mutually beneficial to both myself and employer that will allow future growth.

EXPERIENCE

OCTOBER 2020 – CURRENT

INVENTORY CONTROL ANALYST, ALPARGATAS, USA - HAVAIANAS

Consult on:

- Inventory process definition and architecture within systems and ops
- Liaison with DTC and wholesale, warehouse & transport areas to assure the perfect management of the Inventory process
- Calculate and analyze region/DC inventory values, ageing, and Inventory projections – work closely with Demand Planner to align with forecasting
- Compile all product information to populate both Alpa Company systems correctly: DTC and wholesale ERP, SAP, and POS

NOVEMBER 2017 – MAY 2020

INVENTORY CONTROL SUPERVISOR, CENTRIC BRANDS - BCBG

- Assist Manager with the planning, implementation, and reconciliation of periodic physical inventories at all retail locations
- Perform flux analysis on store inventory stock levels to identify unusual activity
- Perform periodic analysis of inventory movements, inventory reconciliation between SAP and BI
- Establish and maintain relationships with other departments to develop and improve processes and procedures
- Work with store ops and stores to assist with accurately recording inventory movements, such as Transfers, Damages, Receipts from the warehouse
- Ensure the completeness and accuracy of inventory for store relocations or closures
- Daily review of store inbound and outbound compliance reports
- Update and distribute a weekly inventory control compliance report, to identify areas to minimize shrink and damages
- Maintain records to track returned damaged products and returned saleable product to stock
- Work with Logistics to create Freight claims for shipments not delivered
- Develop ad hoc reporting for management
- Supervise and mentor Retail Inventory Control Analyst

AUGUST 2017 – NOVEMBER 2017

INVENTORY CONTROL ANALYST, COS BAR

- Optimize store level inventories via quarterly stock balances
- Manage vendor return process from start to finish
- Responsible for item setup, description, pricing, product attributes
- Ownership of new vendor and EDI set up
- Develop process to reduce errors and allow for transparent record keeping
- Escalate and troubleshoot inventory related issues
- Generate ad hoc reporting
- Assist Director of Planning with ongoing projects

SEPTEMBER 2015 – AUGUST 2017

INVENTORY CONTROL ANALYST - WHOLESALE, BCBG MAX AZRIA, LLC

- Review stock levels for inconsistencies in quantities at all warehouse locations
- Process inventory adjustments for the warehouse
- Perform periodic analysis of inventory movements, including inventory reconciliations between SAP and WMS
- Perform a flux analysis on inventory stock levels at distribution center locations for inconsistencies in quantities
- Run and update compliance reports for the DC periodically
- Document DC and inventory related policies and procedures, train personnel as needed
- Conduct inventory management activities such as cycle counts, inventory transfers, and replenishment
- Establish and maintain relationships with other departments to develop and improve processes and procedures
- Develop ad hoc reporting as necessary

APRIL 2012 – SEPTEMBER 2015

INVENTORY CONTROL ANALYST - RETAIL, BCBG MAX AZRIA, LLC

- Partner with Store Ops and Stores to record inventory movements, such as transfers, adjustments, damages, receipts from DC or directly from vendors
- Monitor and correct inventory discrepancies
- Daily review of store inbound and outbound compliance reports
- Update and distribute a weekly inventory compliance report to minimize shrink and damages
- Monitor and resolve negative inventory at stores
- Maintain records to accurately track returned damaged product and returned saleable product to stock
- Work with Logistics to create freight claims for inventory not delivered to stores
- Monitor annual physical inventory checklist and follow up with stores as needed
- Develop ad hoc reporting as necessary

EDUCATION

DECEMBER 2022

AS – BUSINESS ADMINISTRATION, LONG BEACH CITY COLLEGE

GPA 3.0

- Spanish 1
- Introduction to Government
- Fundamentals of Business Law
- Macro Economics Analysis
- Micro Economics Analysis
- Financial Accounting
- Managerial Accounting

SKILLS

- Peachtree Accounting System
- STS
- SAP
- SRS Retail Solutions (POS)
- PKMS/ACS (WMS)
- Microsoft Suite (Word and Excel)