

YVETTE RIVERA

CONTACT

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CORE STRENGTHS

- * Detail-oriented, prioritization acumen.
- * Excellent analytical, decision making and problem-solving skills.
- * Comfortable with volume of simultaneous responsibilities.
- * Oversee complex projects and successfully complete them on time while exceeding quality standards.
- * Knowledgeable in identifying, collecting, preserving and processing evidence.
- * Knowledgeable with crime scene photography, sketching different types of scenes.
- *Strong knowledge of crime scene investigation protocols.
- * Obtained hands-on school training in fingerprinting.

ADDITIONAL INFORMATION/ACCOMPLISHMENT/AFFILIATION

- International Association for Identification - Member (Member Number 39792)
- Est. 1999 - Participated in the CBP Law Enforcement Explorer Program

LANGUAGES

Spanish

Native or Bilingual

EDUCATION

Expected in May 2025

Forensics Certificate

El Camino College, Torrance, CA

November 2024

Crime Scene Investigator Certificate

California State Long Beach, Long Beach, CA

June 2024

Drone - TRUST Certificate

Santa Ana College, Santa Ana, CA

January 2024

Forensic Specialist - Training in Friction Ridge Examination in Crime Scene Investigation Cert.

California State Los Angeles University, Los Angeles, CA

December 2002

Bachelor of Science Public Administration/Criminal Justice

California State Dominguez Hills University, Carson, CA

December 2001

Associate of Science

El Camino College, Torrance, CA

PROFESSIONAL SUMMARY

Top-notch assistant with years of experience managing business relations and special projects at the senior management level. Serve as a primary point of contact between management, personnel, vendors, and the supply chain departments.

Self-motivated with a solid work ethic. Skilled at multi-tasking and maintaining a strong attention to detail. Employs professionalism and superior communication skills to meet the purchasing department and company needs.

Highly motivated criminal justice/crime scene investigator student. Eager to apply knowledge of criminal justice/forensic science and investigative techniques gained through education and hands-on classroom training to help solve cases. Acquire a good understanding of crime scene investigation in identifying, collecting, processing, and documenting evidence. Resourceful, organized, and flexible with the ability to work under pressure and handle sensitive information with discretion.

WORK HISTORY

December 2022 - Current

Traffic Controller: Tend(//Inglewood Police Department), Inglewood, CA

- Direct pedestrian flow to prevent intrusion into the streets and maintain safe conditions.
- Route traffic around Inglewood public venues.

- Demonstrate adaptability when faced with unexpected challenges such as severe weather or accidents, promptly adjusting strategies to maintain smooth traffic flow.
- Work with the supervisor to create effective temporary traffic control schemes.
- Improve traffic flow by efficiently coordinating and directing vehicular movements at assigned intersections.

April 2022 - Current

Inventory & Allocation Planning - Expeditor: *Lakeshore Learning*, Carson, CA

- Manage high volumes of orders while maintaining accuracy through attention to detail and effective time management skills.
- Handle urgent requests from customers, working diligently to resolve issues quickly without compromising quality standards.
- Work with supervisors and team members to understand supply chain needs and bring stock levels within desired tolerances.
- Improve delivery times by closely monitoring and prioritizing urgent orders.

January 2018 - April 2022

Data Analysis: *Lakeshore Learning*, Carson, CA

- Assisted in data analysis for informed business decision-making.
- Performed data analysis for the procurement department.
- Evaluated promotional campaign effectiveness through data analysis.
- Streamlined data analysis processes.

April 2014 - December 2017

Administrator: *Lakeshore Learning*, Carson, CA

- Efficiently handle large volume of phone calls and e-mail request including scheduling all executive-level meetings and travel arrangements.
- Handled sensitive information discreetly, maintained strict confidentiality at all times as required by company policy or legal regulations.
- Assisted with daily reports that monitor stock levels, track orders, and update internal databases to keep the Procurement Department running efficiently.
- Organized workflow and delegated tasks effectively to ensure timely project completion without compromising quality.

March 2008 - April 2014

Accounting Supervisor: *American Communications Group*, Torrance, CA

- Managed five accounts payable clerks. Oversaw the accounts payable department.
- Generated clients invoices and managed accounts receivables. Assisted clients on questions and/or concerns regarding their account.
- Reviewed and approved checks for release.
- Established accounting procedures to strengthen and maximize the accounts receivable and accounts payable departments.
- Motivated and disciplined accounting team to maximize performance.

May 2007 - March 2008

Accountant: *O Bar Restaurant / Thomas Schoos Design*, Los Angeles, CA

- Handled day-to-day accounting processes to drive financial accuracy.
- Reconciled accounts and reviewed expense data, net worth, and assets.
- Processed weekly clients invoices, statements and oversee their accounts. Assisted clients with questions regarding their accounts. Applied and processed clients payments to their account.
- Conducted weekly check-runs.
- Overall managed the accounts payable and accounts receivable departments.

June 2005 - April 2007

AP Coordinator/Food and Beverage Cost Controller: *Lowes Hotel & Company*, Santa Monica, CA

- Maintained Accounts Payable for a luxurious 342 room beachfront hotel.

- Reviewed invoices, purchase orders and receiving documents for accuracy and completeness. Conducted regular account reconciliations, identifying discrepancies and take corrective action when necessary.
- Reduced late payment fees by consistently meeting deadlines for invoice processing and payment disbursement.
- Played a key role in the successful migration to a new software system (Adaco), assisted with data conversation, testing and user training efforts as needed. Trained ten outlets on the usage of Adaco. Reviewed purchase and storeroom requisitions
- Reviewed and assisted on balancing checkbook and accruals.
- Handled day-to-day accounting processes to drive financial accuracy.

June 2001 - June 2005

Accounts Payable Specialist: *Sepulveda Building Materials*, Laguna Niguel, CA

- Oversaw accounts payable functions for four divisions.
- Accountable for identifying and determining if vendor's invoices are accurate before processing for payment. Responsible for solving price and/or quantity discrepancies. Processed discount vendor invoices in a timely manner to secure the discount and save additional money. Maintained over 1,000 payable accounts.
- Applied proper codes to invoices, files, and receipts to keep records organized and easily searchable.
- Prepared accounts payable monthly statements. Prepared computerized trial balance, monthly figures, gross profit and supporting journals. Responsible for bank statement reconciliation.
- Assist in the credit department. Responsible for bank deposits and managed accounts receivable accounts.