

IRVIN SALGADO

CONTACT

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EDUCATION

Bachelor of Science in Criminal Justice
California State University, Long Beach | Long Beach, CA
2005 - 2010

SKILLS

- Cash Management
- Warehouse Operations
- Inventory Specialist
- Bilingual in Spanish
- Data Entry
- Quality Control
- Adaptability
- Computer Proficiency
- Time Management
- Quick Learner
- Critical Thinking
- Problem Solving

WORK EXPERIENCE

Operations Clerk

Kurtzman Carson Consultants LLC | El Segundo, CA
07/2022 - Present

- Review and process incoming class action claims to verify that all required information has been provided
- Navigate multiple applications and utilize search tools to find relevant case information that has been requested
- Maintain and update company database in order to provide public and clients with latest information on cases
- Provide administrative duties such as data entry, filing documents, creating reports, and assist other departments with necessary support

Mobile Service Coordinator

Project Ropa | Gardena, CA
04/2021 - 04/2022

- Distributed clean clothing and hygiene essentials to adults experiencing homelessness in a compassionate and respectful manner
- Referred clients to a variety of local services, including job opportunities, housing solutions, food programs, and health services
- Managed all aspects of warehouse's cleanliness, safety, and maintenance, including receiving donations, managing inventory, and preparing clothing van for scheduled service dates
- Established and maintained relationships with clients, volunteers, and donors in order to increase advocacy work and awareness in communities

Lockbox Image Processor

Comerica Bank | El Segundo, CA
05/2016 - 02/2020

- Operated mail-extraction equipment to remove checks and invoices from envelopes and input necessary data into company software program
- Accurately scanned high volume check deposits to convert them into digital images in accordance to customer specifications and standards
- Deposited funds into commercial-level accounts while following specific instructions for each client
- Exceeded quality standards by inspecting and validating scanned images in order to ensure accurate endorsement and encoding

Cash Vault Processing Teller

GardaWorld/ Bank of America | Los Angeles, CA
05/2013 - 04/2016

- Responsible for processing and balancing high-volume cash and check deposits with a zero error rate
- Increased company revenue by billing clients that did not meet bank deposit guidelines
- Identified and reported counterfeit notes and suspicious transactions in accordance with state and federal laws