JOSHUA CUBILETE

Merced, CA | (350) 206-7687 | cubiletejosh@gmail.com

IT SUPPORT • BUSINESS OPERATIONS • AI-ENABLED WORKFLOWS • ACCOUNTING

PROFESSIONAL SUMMARY

Operations and inventory professional with 10+ years of experience in manufacturing and distribution, including warehouse supervision of 10+ employees. Skilled in troubleshooting operational issues, coordinating cross-functional teams, inventory reconciliation, SAP, Excel, and documentation. Recently completed professional training in Google IT Support, Google AI, Wharton Business Foundations, and accounting. Seeking a remote internship or entry-level role in technical support, business operations, AI operations, or accounting support.

TECHNICAL & BUSINESS SKILLS

IT troubleshooting • Computer networking fundamentals • Operating systems • IT security fundamentals • SAP • Microsoft Excel • RF scanners • Inventory reporting • Cycle counts • Process improvement • Team leadership • SOP training • Cost accounting fundamentals • Business finance • AI-assisted research, writing, data analysis, and app workflows

CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

- Google IT Support Professional Certificate — Google (6 courses)
- Google AI Professional Certificate — Google (8 courses)
- Business Foundations Specialization — The Wharton School, University of Pennsylvania (6 courses)
- CPA Licensure Prep: Special Topics in Accounting — UC Santa Barbara Professional and Continuing Education (3 courses)

PROFESSIONAL EXPERIENCE

Select Harvest — Inventory Control & Warehouse Operations | Turlock, CA | Oct 2025 – Present

- Coordinate inventory control, receiving, staging, and product identification in a food-processing environment.
- Investigate discrepancies, reconcile counts, and maintain accurate inventory records using SAP, Excel, and RF scanners.
- Work with production, quality, shipping, and warehouse teams to resolve material availability and workflow issues.

Land O'Lakes — Warehouse Supervisor | Turlock, CA | Sep 2020 – Jul 2025

- Supervised 10+ employees, assigned daily priorities, led shift meetings, and trained staff on SOPs and safety.
- Improved staging and material flow to reduce unnecessary forklift travel and repeat handling.
- Coordinated cycle counts, inventory accuracy, production needs, and shipping priorities.

Foster Farms — Warehouse Lead / Team Lead | Livingston, CA | Apr 2016 – Aug 2020

- Coordinated receiving, order fulfillment, inventory movement, and production support.
- Assigned daily tasks, adjusted priorities to meet deadlines, and trained team members on safe procedures.