

Hortencia Hernandez

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Objective

Seeking permanent employment on fashion brand in a well-established company, where I can display my skills and experience to benefit the success of the company and challenge me with new learning opportunities. I have 13 years in the fashion industry.

Experience

HOUSTON SALEM, INC. – B&H

APPAREL PRODUCTION COORDINATOR - June 2007-Feb. 2012

Accounting Manager for Chaser Brand / Macy's / Bloomingdales/ Altru Apparel

Prepare complex reports for Production Meetings.

Work effectively as a leader and team player while working under pressure / Problem Solver & critical thinker.

Set up components on the style for costing.

Keeping margins at a profitable level.

Responsible for confirming cost for production and delivery dates.

Responsible for production Process.

Knowledge of various fabrics/ knits/ woven and trims and embellishments.

Schedule & interact with sales and production development to coordinate through the phase of orders.

Released patterns cards and sew by samples for production, capable of identifying garment construction of garments.

Fabric follow up. Released cut tickets for production, sewing, Dye process, printing, wash process.

Knowledge for production process: printing / Sublimation.

Provide high quality of customer service at all times.

Order entry and submission of orders for approval.

Rapidly learn and master varied computer programs: Perfect Fit / Office Outlook, File maker.

JC INDUSTRIES

PRODUCTION MANAGER- March 2012- 2017

Accounting Manager for Harley Davidson / Carhartt/ Nasty Gal/ Filson / RK Stratdman.

Prepare complex reports weekly and submit to our customers.

Work effective as a leader as a team player with the customer and the team.

Critical thinker and work under pressure to meet our lead time and problem solver.

Ordering all fabrics for all open accounts.

Prepare cut's and sent out to the contractors for cutting and work close with the sew contractors, Dye & printing and Packing.

Manage Import Production from China and Mexico for Harley Davidson.

Set Up Production Meetings weekly internally with all the Departments.

Ordering Trims.

Update Costing for Production.

Negotiate Pricing with all the contractors and vendors.

BLUE BIRD, INC / DAY DREAMER LA
MANAGER OF PRODUCTION – Dec 2016 – May 2019

Accounting Manager for all private accounts, Urban / Revolve / Nordstrom / Bloomingdales / TJ Maxx / Core Power / Barry's / Tilly's / Anthropology / Free People and Domestic Line in house
Prepare WIP Reports weekly for the contractors.

Coordinate WIP Reports Meetings with all Dept.

Confirm costing for Productions and delivery dates.

Coordinate Process for production from Order Fabric, trims, cut, sew, dye. Print, pack & ship.

Work with Mexico Factory and submitting WIP'S Reports weekly, coordinate TOP's and PP's for approval.

QC inspections for all production.

Manage and supervise Warehouse and Shipping Department.

Education

COLEGIO NACIONAL DE EDUCACION PUBLICA (Tijuana BC, Mexico)

Date:1992-1996

Business Administration

List of skill / qualifications

Motivated, Responsible business person, fast learned and extremely productive, Confidential Records, Problem solver, demonstrative history of working under pressure and minimal supervision,

self-motivated, determinate bilingual (Fully fluent English / Spanish).

Proficient with Windows XP.

Microsoft Word, excel, Outlook, Omnis (Perfect Fit 7), File Maker, Ups, DHL.

General Office skills

Very Organized

Data / Order Entry

Management Skills

Knowledge of silkscreen Printing, cutting, sewing, dye Process and specs sheets.

Proficient with Aims / Quick Books.

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