# STEVE TELLO ALEGRIA

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## PROFESSIONAL SUMMARY

I am an international transfer student in Mechanical Engineering at Alvernia University, with a strong background in Industrial Engineering. I am interested in developing my skills in Supply Chain and Logistics, Manufacturing, Optimization, and Quality Assurance. My goal is to enhance my knowledge while learning, networking, and exceeding expectations. I stand out for my positive attitude, commitment to goals, adaptability, and a culture of continuous improvement.

### **EDUCATION**

# College of Science, Technology, Engineering, Arts, and Mathematics – Alvernia University

Expected to graduate in May 2026

Mechanical Engineering - GPA: 4.0/4.0

# Faculty of Science and Engineering - Pontifical Catholic University of Peru

Expected to graduate in July 2025

Industrial Engineering - GPA: 3.46/4.0

## WORK EXPERIENCE

Alvernia University: Private Franciscan university in Reading, PA

# Position: International Admission Support [Sep 2024- Dec 2024]

- Create and maintain relationships with counselors and agencies in South America and Europe to promote the institution and support prospective students.
- Assist students with their admission process and paperwork, ensuring a smooth and efficient application experience.

**Rikosfood's:** Rikosfood: A company dedicated to the processing and distribution of condiments and nuts.

# Position: Supply Chain Intern [Jul 2023 - Jul 2024]

- Monitored daily sales progress and assisted in weekly sales projection reports.
- Supported daily inventory tracking of raw materials and finished products.
- Facilitated communication with suppliers and coordinated shipments to clients.
- Generated purchase orders upon approval from the manager.

# **Achievements:**

- Developed a template for prioritizing products to optimize production scheduling.
- Enhanced sales forecasting accuracy, resulting in improved precision and efficiency in inventory management.

# Position: Quality Assurance Intern [July 2020 – July 2021]

- Verified the quality of raw materials, product in process and finished product.
- Contacted suppliers and created purchase orders.
- Analyzed productivity indicators and prepare reports to management.

#### **Achievements:**

• Improvement of raw material inventory management.

**Kalahari Resorts & Conventions:** A water park resort chain featuring some of the largest indoor water parks in the United States.

# Position: Headguard [January 2023 - April 2023, December 2023 - April 2024]

- Inspected rescue equipment and request repairs or replacements as necessary.
- Ensured the discipline of all staff members and the understanding of policies and procedures of the water park.
- Responsible for the cleanliness of the facilities and support the safety of those who use and work with them.

# Position: Rhino guard [March 2020, December 2021 – March 2022, December 2023]

- Supported training of new lifeguards ensuring their adaptation and making sure they enforce the rules.
- Checked the well-being of lifeguards in position.
- In charge of rotating lifeguard positions.

# Position: Lifeguard [December 2019 – February 2020]

## **Achievements:**

- First Latin American student to be promoted to the position of Headguard.
- International all star of the month of January 2022.

**Henkel:** A German multinational chemical and consumer goods company organized into three globally operating business units: Laundry & Home Care, Beauty Care, and Adhesive Technologies.

# Position: Supply Chain Intern [July 2022 – December 2022]

- Managed sales orders in Beauty Care unit using SAP.
- In charge of inventory analysis, generating daily stock reports for the sales and marketing team.
- Analyzed the causes of stockouts or delivery delays and create the Service Level report for operations management.
- Managed customer service inquiries (order status, delivery dates, etc)

## **Achievements:**

• Updated and improved report templates using pivot tables.

## **COMPUTER SKILLS**

- Advanced MS Office (Word, Excel, Power Point, Outlook)
- MATLAB
- SAP
- Python

### **LANGUAGES**

- English Advance
- Portuguese Advance
- Spanish Native