

Vennis Tinaco

Operations Coordinator | BA/PM Candidate

vennistinaco@gmail.com

(209)981-2925

Linkedin.com/in/vennis-tinaco-581b44192

Summary

Operations Coordinator and Data Analytics student transitioning into Business Analysis and Project Management. Experienced in cross-functional coordination, workflow improvement, inventory problem-solving, and ERP-driven order management. Seeking internship and early-career roles in BA, PM, and Operations.

Experience

Operations Coordinator (Inside Sales & Fulfillment) — Capital Rubber & Gasket

Sep 2025 – Present

- Coordinate daily between lightweight belt shop, inside sales, outside sales, drivers, and multiple branches.
- Manage purchasing for lightweight belting and communicate with vendors on availability and lead times.
- Oversee full lifecycle of belting orders in Prophet 21.
- Resolve inventory discrepancies and improve workflow visibility.
- Handle escalations for urgent and time-sensitive orders.

Inside Sales Associate — Capital Rubber & Gasket

Mar 2024 – Sep 2025

- Managed quotes, sales orders, and industrial product inquiries.
- Entered and updated orders in Prophet 21 and coordinated fulfillment.
- Corrected inventory inaccuracies and supported large account requirements.

Hose Technician — Capital Rubber & Gasket

Nov 2022 – Mar 2024

- Assembled hydraulic and industrial hose assemblies.
- Managed workflow and quality assurance for safety division.
- Performed pressure testing and inspections.

Education

B.S. Information Science & Data Analytics — San José State University (2026)

Skills

- | | |
|-------------------------|----------------------------------|
| • Project Coordination | • Cross-functional Communication |
| • Business Analysis | • Inventory Management |
| • Workflow Optimization | • Vendor Management |
| • ERP (Prophet 21) | • Operations Improvement |

Certifications

Google Data Analytics Professional Certificate