

Christina Martinez

Rialto, CA

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WORK EXPERIENCE

Administrative Assistant

Pregis - Pomona, CA - January 2015 to Present

Responsibilities

Under the direct supervision of the regional controller I provide administrative and secretarial support for the controller and department. In addition to typing, filing and scheduling, performs duties such as coordinating direct mailings, and working on special projects. Also, answers non-routine correspondence and assembles highly confidential and sensitive information. Deals with a diverse group of important external callers and visitors as well as internal contacts at all levels of the organization. Independent judgment is required to plan, prioritize and organize diversified workload, recommends changes in office practices or procedures

Accomplishments

I am the support and the Jack of all trades.

Skills Used

Time management

Effectiveness

Impact

Solutions

Morale

Production Scheduler

Menlo - March 2014 to November 2014

Responsibilities

created the manufacturing schedule and monitor it throughout the week to ensure on-time delivery of product to customers. Daily build schedules may be used throughout the month to meet the monthly goal. Monitored the production schedule during the month and makes changes when necessary, such as when resources do not arrive as planned or when equipment fails. The scheduler monitors inventory levels and also plans monthly cycle counting activities. A scheduler heads up yearly physical inventories. Accurate inventory quantities are necessary for the creation of production schedules.

Accomplishments

Team player.

Skills Used

Effective communication.

Clean room environment lead

Acacia - Brea, CA - July 2010 to August 2013

Responsibilities

Oversee and coordinate the assembly of products following FDA Quality System Regulations, ISO guidelines and procedures. Document processes used.

Work with Production Manager and Director of Operations to assign work, review activities and review problems

Coordinate, plan and schedule production lines with Production Supervisors

Attain assembly in a timely manner and maintain production quotas

Accomplishments

Motivate others

Skills Used

Efficient assembly abilities

EDUCATION

BS in Tech management

Devry university - Pomona, CA

2007 to 2012