

# Claudia Chavez

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## Highlight of Qualifications

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### **Professional Summary:**

- Ability to organize, manage, and direct in high-stress, fast-paced environment
- Exceptional customer service in a variety of challenging environments

### **Knowledge & Business Skills:**

- Organization
- Fast learner
- Creative problem solving
- Ability to multitask and manage multiple commitments
- Great team player

## Relevant Experience

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### **TerumoBCT**

02/2013-06/2015

#### *Print Specialist*

- Operates and maintains assigned printing equipment, services and bindery equipment
- Produces printed material according to detailed printing specifications, adhering to departmental MOP to ensure quality standards are met
- Performs all quality control operations necessary to meet and comply with company and department regulatory requirements
- Assists with final quality assurance checks on printed jobs to ensure customer requirements are met

01/2008-02/2013

#### *Assembler*

- Ensures the quality of the parts used in the assembly procedure are within the proper guide lines according to the MOP (Manufacturing Operating Procedure)
- Works within the strict structures of a clean room i.e. , boots, smocks , hoods and washing hands before entering the clean room
- Able to work efficiently and accurately performing daily duties by following all procedures in the MOP and checking MEDS (Material Equipment Documentations)
- Certified in pack out, floater, buddy trainer and CSP (Continuous Sampling Plan)

### **Thai Chili**

6/2003-2/2008

#### *Waitress*

- Senior waitress in charge of training newer employees
- Maintain excellent customer service
- Organize, manage and maintain dining room
- Responsible for quality control on food and compliance with Health Department regulations

### **Cutco**

11/2001-1/2002

#### *Sales Representative*

- Always met the monthly sale quota
- Ensured excellent feedback from customers
- In charge of organizing/meeting my own

## Education

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**Associate of Applied Science in Graphic Arts & Multimedia Programs**

2002-2004  
Westwood College of Technology  
Denver , Colorado