

Alberta Medina

Objective

I am a loyal dedicated individual looking for a challenging work environment. I am eager to learn and acquire all necessary requirements to fulfill any task to achieve a job well done. My ability to get along with others as well as working on my own is one of my greatest strength.

Summary

Sixteen plus years serving in the full spectrum of manufacturing activities in a high volume production environment.

Employment History

Light Fixtures/Hand Tools
Cooper Lightning, Aurora, CO

(Sept-2013-Present)

- Hands on wiring of different light fixtures.

Shipping Department
Eagle Car, Commerce City, CO

(Jan-2013-Aug-2013)

- Assisted in the daily operation of the shipping department.

Production
Otter Box, Firestone, CO

(Aug-2012 - Sept-2012)

- Prepare molding parts using manufacturer's specifications.

Plastic Molder
Bach Composite, Fort Lupton, CO

(Aug-2010 - Aug-2012)

- Prepare molding table using manufacturer's specifications to build wind turbine components.

Manufacturing Coordinator
Hunter Douglas, Inc., Broomfield, CO

(May-2001 - Apr-2010)

- Supervised a team of six manufacturing specialists responsible for high production output of custom textiles converting machinery. Developed and maintained daily production schedules, monitor machine output and yield, performed real time product quality checks and made appropriate machine adjustments.
- Identify machine malfunctions and communicate critical information to maintenance department. Expert in machine function cause and effect. Check machine operating parameters to ensure compliance to specification. Report any deviations to specification to process engineering manager.
- Responsible for maintaining proper inventory levels of manufacturing materials to ensure seamless operations. Determine if incoming materials do not meet specification and disposition non-conforming materials.
- Ensure manufacturing team is following required ISO procedures and assist with development of new procedures. Provide ISO training for manufacturing team and new employees.

Fabrication Technician
Hunter Douglas, Inc., Broomfield, CO

(Apr-1998 - May-2001)

- Performed all critical functions required for the fabrication of high-end custom window coverings.

Performed material coordination based on ordered specification, Performed assembly processes on custom fabrication machinery, Performed quality inspections throughout the process to ensure final product integrity, performed packaging operations and transfer to shipping department to ensure on time delivery.
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Education

May 1992 High School Diploma Continuing Education at HDU University Boliman Occupation

References

References are available on request.