

CHRISTINE ORTEGA

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PROFESSIONAL SUMMARY

Detail-oriented and highly effective professional manager, directing operations and activities within production area – Employs strong organizational skills, leadership and thorough knowledge regarding many aspects of the production process to achieve organization goals: cost-savings, product quality, labor efficiency, timely delivery and safety

KEY STRENGTHS

<ul style="list-style-type: none">▪ Strong Interpersonal and Conflict Resolution Skills▪ Ability to Multi-Task in a High-Volume Environment▪ Detailed Audit, Tracking, and Reporting Skills▪ Exceptional Organizational Skills	<ul style="list-style-type: none">▪ Ability to Manage and Develop Strategies for Production/Assembly Lines▪ Excellent Listening, Written and Verbal Skills▪ Proficient Microsoft Applications Skills▪ Forklift Operator (formally certified)
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PROFESSIONAL HISTORY

Shipping and Receiving Lead

American Nuts Inc, Sylmar

May 2022 - Present

- Unloads and loads semi-trucks with finished goods or raw materials. Ensures those materials are transported to proper storage rooms or racking areas in the plant.
- Prepares, prints and files all important documents such as bill of lading (BOL), receiving documents, packing slips, trailer inspections, etc.
- Performs all computer functions necessary to track orders/shipments/discrepancies. This includes scanning or use of RFID technology devices.

- Adhere all safety guidelines on the production and handling of materials on the production floor and warehouse.
- Maintains a positive work atmosphere behaving and communicating as such to get along with clients, customers, co-workers and supervisors, while achieving performance standards.
- Visually inspects finished products to ensure quality standards are met before loading.

Inventory Lead/Forklift Operator

AMS Fulfillment, Valencia

June 2018-Present

- Verify and inspect incoming parcel and supplies
- Data entry of receipts. Adjustments and transfers
- Accurate filing of documents
- Communicate with truck drivers and client services
- Properly dispersing shipments to correct recipients
- Other duties as assigned

Production Manager/Fulfilment Company

Golden Bolt, Canoga Park

March 2015 - February 2017

- Hired, Managed, Trained and Motivated a team of 90 staff members while creating a positive, safe and professional work environment
- Managed training and documentation of all production procedures and work instructions
- Collaborated with Upper Management to increase Production, review team performance, and optimize shipping procedures in accordance with company policies
- Audited, Assessed and Re-Trained 2nd Shift which led to an %80 increase of outbound orders exceeding Company Goals
- Created Daily Summary Production Reports for Managers and Supervisors
- Effectively planned, directed, coordinated and assigned manpower to meet aggressive production schedules
- Drove daily production activities with effective communication and leadership

Warehouse Manager (International/Domestic)

Luva Lamps/ Product Hunters, Van Nuys

June 2014 - February 2015

- Coordinated with freight forwarders to expedite international shipments

- Maximized sales by shipping on time and accurately
- Trained staff on material handling processes to reduce shipping times
- Forecasted manpower requirements based on daily workload and company targets
- Monitored department performance data to identify and avoid potential risks
- Complied at all times with U.S. Customs guidelines and regulations
- Advanced User in UPS World Ship, Quick Books, and ShipGear

Lead Warehouse Associate
Industrial Distribution Group, Sylmar
 January 2010 - March 2013

- Expedite order to provide On-Time delivery to meet or exceed the customer's demands
- Knowledgeable of Tool Crib layout, bin location and product lines
- Inventory management control to include slow moving, obsolete, cycle count variance investigation, etc.
- Excellent Customer Service/Administrative/Organizational Skills
- Tracked time spent on assignments each day for productivity reporting
- Operated forklifts and other heavy machinery safely

EDUCATION

Medical Assistant
 UEI, Encino
 5/2021

High School Diploma
 High Desert Academy, Encino
 3/8/2021

OTHER TRAINING/CERTIFICATIONS

Fork lift
 10/18 - Present

CPR
 UEI, Encino

02/2021

OSHA
UEI, Encino
10/2020

HIPPA
UEI, Encino
9/2020

AWARDS

Perfect Attendance
UEI, Encino
9/2020

Honor Roll
UEI, Encino
9/2020

REFERENCES

Upon Request