

Cortney Imgrund

Milliken, CO 80543

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Work Experience

Admin Assistant

RAQA - Fort Collins, CO

October 2022 to Present

- Verify production jobs over at 307
- Close production jobs and input parts into inventory and put the warehouse location.
- Pull order, pick product and process orders based on customer requirements.
- Send confirmation emails to customers with documents and tracking information.
- Update inventory counts as needed and adjust inventory locations as batches get smaller.
- Make sure all the scheduled orders get shipped each day.
- Insure the warehouse is cleaned, organized and stocked.
- Train my co-workers how to process orders, adjust inventory and close production jobs.
- Use a backorder spreadsheet to see what we have in inventory and are able to ship to customers if we are behind.
- Reach out to Raw Material suppliers for updated regulatory documents. (RoHs, Reach/SVHC, EU MDR, BSE/TSE, Cali Prop 65 and SDS's.
- Help with CARPAR's, Customer Complaints and RMA's.
- Verify production job paperwork prior to production, verify final paperwork prior to final product going into inventory.
- Release in coming Raw Materials and equipment.
- Send out equipment to get calibrated, and verify preventive maintenance forms.

Injectech, LLC - Fort Collins, CO

April 2021 to Present

Warehouse Supervisor

Warehouse lead

April 2021 to April 2021

Carestream Health - Windsor, CO

July 2020 to April 2021

- Manufacture X-ray film from raw material.
 - Responsible for unloading railcars that have polymer into silos per work instructions.
 - Produce batches of finished product and measure for accurate production standards.
 - Maintain a clean lab and work area.
 - Monitor computers to ensure all systems are working properly.
- KBI Biopharma

Manufacturing Assistant

Boulder, CO

August 2019 to July 2020

- Cleaning and stocking work area.
- Followed SOPs for gowning and cleaning requirements.
- Worked in a small team to complete daily tasks throughout the day.
- Routine cleanings of rooms to keep areas sterile.

Aseptic Tech 1

Tolmar (Pharmaceutical Manufacturing) - Windsor, CO

November 2018 to August 2019

- I work in a small team that primarily does the stoppering process for Eligard syringe B product.
- We set up and tear down the optima machine that runs the fill and stopper process.
- Once we fill the syringe B, we inspect and label them for distribution.
- Assisted general manufacturing with daily, weekly and monthly EM testing of there area. We used yellow agar plates, SAS machines and laser machines to complete the testing.

Webs

November 2018 to November 2018

- Produce the structure for inside the blade (webs) based on Process Work Instructions.
- Work with a team of 2-8 people to meet manufacturing quotas
- Follow the Process Work Instructions to prep the blade for the next step in the production line.
- Make sure quality of the blade was followed as stated in the PWI

Assembly Line

VESTAS - Windsor, CO

August 2014 to November 2018

Education

Robbinsdale Cooper High School - New Hope, MN, US

2009

Front Range Community College - Fort Collins, CO, US

Skills

- Experienced with Microsoft Office: Word, Power Point, Excel and SAP
- I work with accuracy and detail on my assigned projects.
- I maintain my work areas to be clean, safe, and stocked.
- work ethic
- I am honest, responsible, and accountable for my actions.
- I learn new skills quickly, and can understand verbal, and written instructions.
- I demonstrate the values of teamwork, self-motivation, and discipline.
- Forklift

- SAP
- Customer service
- Microsoft Access
- Manufacturing
- 5S
- Typing
- Leadership
- Heavy lifting
- SAP ERP
- Medical terminology
- Restaurant experience
- Windows
- Mechanical knowledge
- Communication skills
- Microsoft Office
- Organizational skills
- English
- Computer skills
- SAP Manufacturing
- Microsoft Excel

Certifications and Licenses

Forklift Certification