

Danielle Sekera

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Authorized to work in the US for any employer

Work Experience

Quality Inspector

Precision Metals Manufacturing

January 2014 to April 2020

MRB Coordinator

RMA processing

Customer relations

Customer service

Daily production inspections

Education

High school diploma or GED

Skills

- Quality Inspection
- AS9100
- Quality Control
- Assembly
- Blueprint Reading (10+ years)
- Coordinate Measuring Machine
- Quality Audits
- Quality Management
- Manufacturing
- Precision Measuring Instruments
- Computer Skills (10+ years)
- Customer Service (10+ years)
- Problem Resolution (6 years)
- Microsoft Excel
- Medical terminology (4 years)
- Front desk
- Medical office experience

- English
- Microsoft Office
- Google Docs
- Typing (10+ years)
- Warehouse Distribution Experience (5 years)
- Quality Assurance
- CNC
- Machine Operator (10+ years)
- Machining (10+ years)
- Calipers
- Micrometer
- Problem Resolution (6 years)
- Calibration
- ISO 9001
- Administrative Experience
- Filing
- Customer support
- Multi-line phone systems

Assessments

Verbal communication — Highly Proficient

December 2020

Speaking clearly, correctly, and concisely

Full results: [Highly Proficient](#)

Customer focus & orientation — Proficient

December 2020

Responding to customer situations with sensitivity

Full results: [Proficient](#)

First aid — Proficient

January 2021

Treating common medical emergencies

Full results: [Proficient](#)

Scheduling — Proficient

January 2021

Cross-referencing agendas and itineraries to avoid scheduling conflicts

Full results: [Proficient](#)

Scheduling — Proficient

January 2021

Cross-referencing agendas and itineraries to avoid scheduling conflicts

Full results: [Proficient](#)

Customer service — Proficient

February 2021

Identifying and resolving common customer issues

Full results: [Proficient](#)

Call center customer service — Highly Proficient

February 2021

Applying customer service skills in a call center setting

Full results: [Highly Proficient](#)

Mechanical knowledge — Proficient

February 2021

Understanding and applying mechanical concepts and processes

Full results: [Proficient](#)

Data entry: Attention to detail — Proficient

March 2021

Maintaining data integrity by detecting errors

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.