

Dinah Ortiz

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- To obtain a position that will allow me to utilize my current skills set in support of business operations.

Authorized to work in the US for any employer

Work Experience

Asembler

Basler Electric Company - Taylor, TX

June 2021 to December 2022

Prep materials for circuit boards,
Build circuit boards,
Assembly line

Warehouse Inventory Control Specialist

TAB, RLSC-West OCIE Army - Taylor, TX

October 2020 to May 2021

Provide oversight and traceability of inventory in the Warehouse Management System
Research discrepancies and make proper adjustments in SCALE
Document process improvements
Manage flow of exceptions through closure
Provide reporting for management review
Complete specialized projects for the site Program Manager

Front Desk Receptionist

Watson Dental Lab - Hutto, TX

February 2020 to September 2020

- Inventory cases that come into lab.
- Answer phones.
- Input information of cases into system.
- Invoice cases once they are completed.

Youth Care Worker

Rockdale Academy - Rockdale, TX

May 2019 to December 2019

Over see at risk youth ages 11-17 with up to 12 in a group
Help direct youth with everyday task and redirect when necessary
Holds youth accountable for their own actions
Provide a safe environment for youth to communicate and socialize

Warehouse Inventory Control Specialist

TAB, RLSC-West OCIE Army - Taylor, TX

February 2014 to July 2019

Provide oversight and traceability of inventory in the Warehouse Management System

Research discrepancies and make proper adjustments in SCALE

Document process improvements

Manage flow of exceptions through closure

Provide reporting for management review

Warehouse Worker

Express Personnel - Round Rock, TX

June 2013 to January 2014

Prepared and staged items for packaging

Assisted with movement of heavy stock

Conducted final packing checks

Dental Assistant (externship)

Dr. Ron Werner - Taylor, TX

February 2013 to March 2013

Answered multi-line phone system in an office setting

Filed patient records

Scheduled consultations and patient appointments

Performed x-rays

Sterilized dental instruments

Waitress

El Vaquerito - Taylor, TX

August 2012 to February 2013

Assisted customers with orders

Communicated specials

Multi-tasked between tables and bar duties

Prepared proper bills and collected funds

Assisted with bagging and clean-up of tables

Education

HS Diploma

Taylor High School

Everest Institute

Skills

- Customer service
- General office
- Warehouse management

- Microsoft office
- Dental Receptionist

Additional Information

Skills and Abilities

Microsoft Office Suite

Warehouse Management Systems (WHMS), SCALE

General Office

Customer Service

Money Handling

Research skills

Keen attention to detail

Meticulous planning and organizational abilities