

# Dorial Hills

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## Work Experience

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### **Mechanical Assembler**

EPD

Houston, Tx

May 2025 to current

Accurately assemble mechanical and electrical sub-assemblies and assemblies according to engineering specifications or drawings. Verify issued part numbers match engineering specifications. Run wire and cable according to schematics and blueprints. Adjust, repair or replace electrical or electronic components to correct defects.

### **Mechanical Assembler**

Integra mission critical (contract)-Houston,  
TX January 2025 to March 2025

Assemble, fit, and install pre-made parts to form pieces or finished products using hand and power tools. Conduct quality checks for faulty components or mistakes in the assembly process. Position, align, and adjust parts for proper fit and assembly, ensuring accuracy and adherence to specifications.

Keep daily assembly production records. Operating production machinery and equipment.

### **Mechanical Assembler**

Smith valves (contract)-Houston, TX  
October 2024 to January 2025

Day to day job tasks included building valves from scratch starting with the assembly of the bonnets to the body's. Using hand tools such as wrench, vice grips, hammers, etc. Also doing necessary paperwork to ensure the validity of parts/materials being used. Inspect raw materials, components, and finished valves for defects, deviations from specifications, and adherence to quality standards. Perform various tests, such as pressure tests, leak tests, and functional tests, using specialized equipment. Measure dimensions, tolerances, and other critical parameters using measuring tools and instruments. Maintain detailed records of inspections, tests, and findings. Generate reports documenting the quality status of valves and components. Identify and document non-conforming products or processes.

### **Assembly/Packaging Supervisor**

CDI Energy Products-Humble-TX  
January 2022 to October 2024

Oversee the assembly of products to ensure quality standards are met. Schedule and coordinate staff shifts and production cycles. Train new staff on assembly techniques and safety regulations.

Monitor production line efficiency and output. Collaborate with other departments to ensure a seamless production process. Maintain records of production volumes, manufacturing times, and staffing issues.

Inspect products prior to packaging and return rejected products to production departments. Observe packaging operations and inspect containers to verify conformance to specifications. Start, adjust, and repair packaging machinery, or notify maintenance department. Train workers in operation of equipment.

Schedule packaging line activities and oversee daily performance against established standards and schedules.

### **Data Entry Clerk**

HORNE LLP-Remote

February 2021 to September 2021

- Collecting data and inputting information into databases. Reviewing records for accuracy. Updating databases with new or revised information as necessary. Performing regular backups of information to ensure data preservation. Retrieving records and electronic files from the database. Sorting and organizing paper records or notes after data entry. Preparing digital materials or files for printing.

Providing team members with requested data or information. Performing comparative analyses of different data sources for administrative purposes

### **Client Experience Associate**

FULL Creative-Portland, OR

November 2019 to February 2021

- Answer phone calls in a fast paced environment, providing customer service for our clients' customers using a cloud-based phone system, working from the comfort of your own home.
- Create and deliver

HAPPINESS in all caller interactions

- Act as a receptionist; first point of contact, answering service, after-hours receptionist, lead generator, tech support or appointment scheduler for countless businesses spread over the globe; working from home.
- Use your personal hard wire-connected internet (no WiFi) to gather information and handle calls per our client's instructions while maintaining the poise of a true professional. This means you have to be directly wired to your internet connection with an Ethernet cable from your modem to the computer.
- Ability to navigate your personal computer with ease, managing multiple windows effortlessly. Handled between 20-50 calls a shift.

### **Sales Associate - Retail**

Rooms to go-Harker Heights, TX

May 2015 to November 2019

Worked as a retail furniture consultant giving customers information on product details, explaining current advertising/promotions, informing customers of credit options and assisting customers in finance application as well as running cash transactions. As a sales associate I had to stay up to date on knowledge of product, advertising and financing, and inventory and availability of my own company as well as competitors.

## Education

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### **HS diploma**

ROBERT M SHOEMAKER HIGH SCHOOL - Killeen, TX  
June 2012 to June 2012

## Skills

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- Customer service
- Remote Access Software
- Oracle (3 years)
- Microsoft Outlook (4 years)
- Call Center
- Supply chain
- CSR
- Time Management (3 years)
- Data Entry (4 years)
- Accounts payable (2 years)
- Network Support
- Computer Networking
- Supply chain management
- Zendesk
- Help Desk
- First aid
- Troubleshooting (Less than 1 year)
- Customer Support
- Microsoft Excel (5 years)
- Typing (6 years)
- Live Chat
- Lean manufacturing
- Manufacturing
- Salesforce
- Microsoft Office (4 years)
- Operating Systems
- Technical Support
- Account Management
- Microsoft Windows Server

## Certifications and Licenses

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**First Aid Certification**

**Driver's License**