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Objective

I am seeking an entry-level position that will allow me to display and enhance my current skills and ability to work and communicate effectively with management, associates, and clientele. I pride myself on being a very motivated, dependable, and trustworthy individual. I have a strong desire to learn and build upon my existing skills, as well as take on new responsibilities, new projects, and accept new challenges that are presented to me.

Experience

FRANKLIN CONTROL SYSTEMS, Hillsboro, OR (Aug. 2018 – present)

- Currently working as an assembler/builder of products used in agriculture, HVAC systems, drives, starters, and motor control technology.
- Assigned to complete several different tasks such as mounting, wiring, drilling, and assembly of specific components by hand; tasks are given based on the requests from customer orders.
- Am also trained to complete work in testing and inspection on an as-needed basis.

ANNABELLE OGIE AFH, Portland, OR (Dec. 2017 – Aug. 2018)

- Worked as a caregiver for 5 individual residents within a carehome environment.
- Aided in operating and managing the home while caring for residents and fulfilling their daily needs.
- Duties included bathing, grooming, incontinence care, transferring, cooking, housekeeping, recording medication information, dispensing and distributing medication, and assisting as needed.
- Organized and kept records of resident information, received incoming faxed paperwork, and organized documents by type and resident.
- Kept in touch with doctors, physicians, and caseworkers to update them of resident's physical/mental health; Responded to phone calls on a weekly basis.
- Additionally provided care for a quadriplegic, schizophrenic patient with a challenging behavior; took proper care while making a constant effort to re-direct behavior.
- Was required to work professionally and compassionately at all times.

OUR HUMBLE HOME, LLC, Beaverton, OR (Jun. 2017 – Dec. 2017)

- Worked as a live-in caregiver to aid in fulfilling the needs of 5 different residents.
- Expected to work quickly and efficiently to complete all job responsibilities throughout the day while tending to resident's needs as needed.
- Job duties included, but were not limited to, bathing, grooming, dressing, incontinence care, medication distribution, insulin injections, checking for blood glucose levels, housekeeping, transferring, and lifting.
- Was expected to always work with a positive attitude despite being faced with adversity.

PRUDENTIAL CLEANROOM SERVICES, Hillsboro, OR (May 2017 – Dec. 2017)

- Worked as a cleanroom garment folder; learned to properly fold garments by type, bag them, and seal each individual

bag using a sealing machine.

- Required to work quickly and accurately as sealing machine is used to track each employee's rate of production.
- Often contributed in the distribution department by organizing, counting, bagging, scanning, and recording product.
- Had been cross-trained to work within every department of the company.

LULAROE, Corona, CA

(Jan. 2017 - May 2017)

- Worked within the curating/QC department to check for product quality and accuracy.
- Worked with a conveyor belt to label product and checked for any damages or defects.
- Assisted with repackaging product when necessary.
- Was cross-trained to learn all essential functions of the warehouse.

ADVANCED COATING, Rancho Cucamonga, CA

(Aug. 2016 - Dec. 2016)

- Worked as a lab technician within a clean room environment; performed various tasks with circuit boards and other computer parts.
- Masked parts as specified with masking tape to allow protection for next process.
- De-masked certain areas of part being worked on as indicated within given documentation.
- Was trained to carefully handle delicate parts to aid in the prevention of any accidental breakage.

EXEL (CAMPBELL'S), Rancho Cucamonga, CA

(Apr. 2016 - Aug. 2016)

- Was responsible for auditing outgoing orders through manual count.
- Checked item number list given to ensure accurate count of each item on given pallet.
- Examined pallets for defected product; wrapped pallets with shrink wrap and labeled each completed pallet when finished.
- Utilized an RF scanner to consolidate pallets and confirm quantities.

HI-TEMP INSULATION, Camarillo, CA

(Jan. 2016 - Mar. 2016)

- Worked as an assembler to aid in the development of airplane/space shuttle parts.
- Stitched and sewed together large pieces of insulation to prepare for the next step in the assembly process.
- Was trained and educated for F.O.B. awareness and safety precautions.

SPATZ LABORATORIES, Oxnard, CA

(Dec. 2015 - Feb. 2016)

- Was employed as a cosmetic assembler and additionally assisted in quality inspection.
- Was responsible for loading product pieces into machines and carefully inspecting each piece coming out from machine.
- Assembled cosmetic products piece by piece and inserted makeup contents inside barrels for final assembly process.
- Was required to meet daily deadlines by the end of each shift.
- Assisted in practicing good housekeeping towards the end of each shift.



CARE AT HOME SOLUTIONS, Oxnard, CA

(Oct. 2015 - Dec. 2015)

- Worked on an as-needed basis as a part-time, one-on-one caregiver in assisted living carehome.
- Duties included but were not limited to supervising, transporting, assisting, feeding, toileting, dressing and undressing, and lifting the assigned patient.

BOIRON, Simi Valley, CA

(Apr. 2015 - Dec. 2015)

- Job duties included picking and packing various kinds of medicinal products.
- Utilized electronic device and hand scanner to scan pick tickets and confirm items being picked.
- Carefully packaged products listed on provided pick ticket. Knowledge of how to pack particular items and label boxes correctly was also necessary.
- Was cross-trained to operate in additional procedures, including inventory, assembly, and shipping/receiving.
- Aided in inventory work; identified and recorded amount of each product by lot number and expiration date.
- Manually put together kits through followed assembly process and placed appropriate product inside each kit, then carefully packaged them for shipment.
- Was required to work cooperatively with fellow employees in order to meet the deadlines of the company.

EURO-PRO, Chino, CA

(Mar. 2015 - Apr. 2015)

- Was responsible for assisting in assembling and packing company products.
- Assisted in checking the quality of the product, opening boxes, changing any defective part, retaping boxes, and placing them on a pallet when needed.

TECH DATA, Fontana, CA

(Feb. 2015 - Mar. 2015)

- Was responsible for packing various kinds of electronic products.
- Was responsible for working with fellow employees to meet the needs of the company.

CHOYA JAPANESE CUISINE, Ladera Ranch, CA (Feb. 2014 - Apr. 2014)

- Was responsible for the clearing and cleaning of customer tables and areas throughout the establishment.
- Was responsible for greeting incoming customers and making sure customers had the best possible dining experience.
- Was involved in hands-on training as a server.
- Was responsible for the greeting and communication with clientele.

PERSONAL CHILD CARE / CAREGIVING

(Ongoing)

- As the oldest of 5 children, assisted in the care and guidance of my 4 siblings (2 brothers and 2 sisters).
- Have assisted in the babysitting needs of neighbors and friends, taking responsibility for their children's needs and well-being.
- Assist in the care of my grandparents and aid in fulfilling their everyday needs.



Education

SADDLEBACK COLLEGE, Mission Viejo, CA (Jan. 2014 – May 2014)

Pursued an Associate Degree in Japanese. Also enrolled in an English course.

PALOMA VALLEY HIGH SCHOOL, Menifee, CA (Aug. 2009 – June 2013)

Graduated and obtained High School Diploma.

RIVER SPRINGS CHARTER SCHOOL, Lake Elsinore, CA (Aug. 2008 – June 2009)

Earned the title of Class Valedictorian.

Skills

- Speak, read, and write conversational Japanese.
- Proficient in the use of the Internet.
- Proficient in the use of Microsoft Suite software, beginning to intermediate.
- Extensive typing experience; quick and proficient.