

Jan Yang

Contractor/Production Operator - Swans Valley Medical

Thornton, CO 80233

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+1 303 319 4447

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Team Lead-Recording/document specialists

Mortgage Connect - Denver, CO

April 2020 to Present

Lead a small team Intaking loan documents and process loans accordingly. QC and prepare documents and submit to record with counties. Work with Excel, run spreadsheet reports using formulas view lookups, counta, sum etc.. Currently certified as a (MERS) Mortgage Electronic Register Signer, as well as a current public Notary. Quality check loan modification prepare loans for recording with county clerk.

Field Inventory Specialist

CCC - Thornton, CO

February 2020 to August 2020

Count used vehicle within certain dealerships.

Shipping/Warehouse Associate

Medtronic - Boulder, CO

September 2019 to January 2020

Prepare product to load into trailers for shipping. Forklift certification

Contractor/Production Operator

Swans Valley Medical - Denver, CO

August 2018 to November 2018

Assemble medical Catheter, receive shipments, shipping and handling, inventory counts, and work with arena software to input data from opening work orders to shipping finish good products.

Manufacturing Assembler

Airturn - Boulder, CO

March 2018 to August 2018

Assemble and build Bluetooth page turner for music instruments.

Train Operator

Denver Transit Operators - Denver, CO

November 2016 to October 2017

Transport passengers to and from Denver Union Station, Denver International Airport and Westminster, While Operating train. I have obtained my Class 1 license certified under the Federal Rail Administration 240/242 for Engineer/Conductor.

Manufacturing Assembler

Terumo BCT - Lakewood, CO

July 2007 to November 2016

I have obtain many experiences throughout the clean room environment, ranging from Trima flow 1, flow 2, flow 3, flow 4, spectra and a few areas of table tops.

Production Worker

Hunter Douglas - Northglenn, CO

March 2007 to July 2007

80233

Material handler

Filling up material bins with proper materials, inspect material packaging into boxes as well as packing and labeling the materials.

Global staff

Hunter Douglas - Broomfield, CO

September 2006 to December 2006

530 Malley Dr.

Northglenn, Co, 80233

Manufacturing

Operate lamination machine, packaging fabrics into boxes storing it into the warehouse.

Global staff

Hunter Douglas - Thornton, CO

July 2006 to September 2006

530 Malley Dr.

Northglenn, Co, 80233

Production worker

Operate machinery, packaging up materials and loading, unloading boxes onto pallets.

Data Transcriber

Internal Revenue Service - Fresno, CA

April 2006 to May 2006

5104 N. Blythe Ave.

Fresno, CA, 93727

Data Transcriber

Input tax forms received from taxpayers into the I.R.S data systems.

Education

High school Diploma

Buchanan High School - Clovis, CA

June 2000

Skills

- Manufacturing
- Forklift
- Shipping
- Warehouse Associate
- Logistics
- Shipping & Receiving
- Packaging
- Load & Unload
- Materials Handling
- Administrative Experience
- Reach Truck
- Machining
- Pallet Jack
- RF Scanner
- Microsoft Word
- Inventory Control
- Office Management
- Microsoft Excel
- Data entry
- Computer literacy
- Warehouse experience
- Time management
- Documentation review
- Microsoft Office
- 10 key calculator
- Customer service
- Typing
- Bilingual

Languages

- Hmong - Fluent

Certifications and Licenses

Conductor/Locomotive Engineer (240/241)

January 2017 to Present

Driver's License

May 2018 to May 2023

Forklift Certification