

Joseph Ortega

Workflow Coordinator

Fort Collins, CO

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To secure a rewarding position within a company in which I can continue to grow and excel in this field for the good of the establishment.

Authorized to work in the US for any employer

WORK EXPERIENCE

Workflow Coordinator

Broadcom Limited - Fort Collins, CO - 2014-05 - 2017-08

- Managing Production
- Quality Assurance
- Troubleshoot Equipment
- Assist Engineers with Projects
- Trained and Supervised Employees

Shipping and Receiving

Wintec - Santa Clara, CA - 2012-11 - 2013-05

- Quality Assurance
- Shipping & Receiving
- Scanning Products
- Counting Palletizing Product
- Clean Warehouse

Assistant Manager/Lube Technician

Greenstar Transmissions - Santa Clara, CA - 2010-02 - 2012-08

- Assist clientele as they enter office and via phone
- Schedule appointments and answer telephone inquiries
- Oil changes
- Radiator and transmission flushes
- Tire rotations
- Maintain appearance and cleanliness of shop grounds
- Write estimates for services

ADDITIONAL INFORMATION

- Excellent interpersonal skills; ability to work well with others
- Team player
- Punctual
- 5+ years' experience in warehouse/ customer service
- Flexible work schedule
- Excellent multi-tasker
- Well organized
- Team Leader with ability to train and supervise
- Accustomed to working in fast-paced environment