

Lindsey Martella

Warehouse Operations Manager - SkyWorks Inc

Commerce City, CO

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To work for a company who respects their employees and an opportunity to grow with the company. I'm really hoping to find a company that can train me in a job that can turn into a career, I'm a very hard worker and learn very quickly.

Skills/Qualifier: Customer Service, Cashier, Typing, Microsoft Word, Excel, Communications, Self-Starter, Quick Learner, Outgoing, People Person, Positive Attitude, Conflict Resolution, Cook, Food Prep, Server, Dishwasher and Child Care, Manufacturing, Independent, Lean Manufacturing, 5S, Quality Control, Shipping and Receiving, Punctual, Reliable, QuickBooks, ECC, Ecommerce, Ebay, Amazon, UPS online, FedEx International

Authorized to work in the US for any employer

WORK EXPERIENCE

Warehouse Operations Manager

SkyWorks Inc - November 2014 to Present

Managing all operations on Ebay and Amazon

- Shipping and Receiving operations of the whole warehouse
- Customer Service and Price Quotes
- Using FedEx International Shipping and UPS Shipping
- Cleaning and Organizing
- Managing Payments, Invoicing, and Credit Refunds on QuickBooks
- Processing Ebay orders on ECC

Production Lead/ Quality Lead

Vertical Solutions Inc - November 2011 to November 2014

Technical Manufacturing

- Excellent communication skills for effective team management
- Effective production oversight for production teams to ensure work is being done correctly and efficiently.
- Experienced in balancing a production line, delegating tasks to keep output smooth.
- Dedicated Team Player; strong work ethic.
- Flexible and adaptable, can work multiple positions.
- Complex Machine(s) Operation, using plasma gases and silicone.
- Attention to fine detail(s); working with precision parts.
- Precision Loading, experience with custom fixtures for very small parts.
- Consistent Production; capable of sustained output of over 5,000 parts.
- Inspection Certified for outgoing processes and final shipment.
- Clean up and maintaining organized, clean work environment/space
- Keep track of production to make sure shipment is on time, while not overproducing.
- Learning and figuring new ways to ensure parts are produced to the highest quality possible; maintaining QC levels and standards.
- Quality control verify no defective parts in the final shipment
- Form check each individual part to ensure the dimensions of the parts meet client requirements and specifications.

- Receiving incoming material from customers and making travelers for incoming jobs
- Shipping finished orders using FedEx online application; create quality certification documents and boxing product(s) for final shipment.
- Training Lead, including ISO documentation for all new employees on company policies and technical procedures.
- Maintaining new employee training documents.
- Consistently updating training program to maintain the best training techniques possible.

Cook, Food Prep, Food Server, Cashier

Chuck E Cheese - Superior, CO - January 2011 to November 2011

Game Attendant

- Greet Customers, Customer Service
- Cashier
- Communications
- Answering telephone
- Cook, Food Prep, Food Server
- Assist children when help is needed

Cashier, Customer Service Representative

Valero Convenience Store - Lafayette, CO - July 2009 to December 2010

Greet Customers and maintain outstanding Customer Service

- Cashier
- People Person
- Communications
- Answering telephone
- Cleaning Duties

Denver Arts and Technology Academy - Denver, CO - August 2008 to May 2009

After School Teacher

- Greet parents and children
- Responsible for collecting tuition payments
- Build relationships with the parents and the children
- Create after school activities itinerary
- Assist children with their homework

Cashier, Food Server, Dishwasher

Mint Café - Townsend, MT - June 2005 to August 2008

Summer Job)

- Greet Customers and customer service
- Hostess
- Cashier
- Food Server
- Dishwasher
- Communications
- Answering the telephone

EDUCATION

certificate in Auto Body Collision

Arapahoe Ridge High School - Boulder, CO