

Lizette Salgado

825 Independence Drive Longmont, CO 80504 720-884-6645 lizettexradd@gmail.com

SUMMARY OF QUALIFICATIONS

- Production supervisor experience overseeing the floor in a plastics manufacturing environment
- Production Worker with experience operating a variety of machinery
- Up-to-date with Production Safety and OSHA guidelines
- Familiarity with IQMS system
- Forklift Certified
- Ability to learn quickly, take initiative, and move tasks forward through to completion
- Detail-oriented with exceptional organization and multitasking skills
- Ability to communicate clearly and effectively in person, by phone, and via email
- Conversationally bilingual in Spanish and English
- Positive, team-oriented attitude with ability to work well independently when necessary

WORK EXPERIENCE

Altratek Plastics, Longmont CO

September 2020 - August 2023

Quality Control Lead

- Oversaw production floor, maintained safety of operators, and supervised day-to-day production
- Assigned tasks, created daily work schedule, provided lunches and breaks to production operators
- Developed quality performance metrics
- Analyzed and resolved problems
- Improved and maintained factory performance per set objectives and established goals
- Reported inspection and test data
- Measured product to ensure dimensions

Express Employment Professionals (Altratek Plastics), Longmont CO

July 2019 - August 2020

Production Operator

- Operated plastic injection molding machine, manufactured plastic parts, operated welders and drills
- Completed required paperwork in accordance with company production standards
- Monitored machinery operation to ensure quality standards were met

H&R Block, Longmont CO

November 2018 - April 2019, November 2019 - April 2020

Seasonal Receptionist

- Welcomed incoming clients in a professional and friendly manner
- Responded to inquiries and services
- Scheduled appointments and ensured all necessary information is collected
- Consulted with clients to provide exceptional client services
- Generated effective proposals based on comprehensive assessments of client needs
- Organized, filed, safeguarded, and stored confidential client information
- Hands-on experience with general office equipment including computers, printers, and fax machines

EDUCATION

IBMC College, Longmont CO

- Therapeutic Massage Certificate
- Dean's Honor Roll with a 3.74 GPA, graduated in September 2020

Skyline High School, Longmont CO

- High School Diploma, graduated in May 2018