

# Luis Medina

## Production Worker

Denver, CO  
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Seeking long-term employment with an organization where I can grow, utilize and gain skills that will benefit the organization and me.

Authorized to work in the US for any employer

### WORK EXPERIENCE

#### **Production Worker**

Vestas Blades - Brighton, CO - September 2014 to December 2015

Responsible for engaging in the fabrication and assembly of structural blade products in safely producing top quality blades in accordance with the production plan.

Duties included:

- \* Make safety your number one priority-responsibility.
- \* Wear protective suit, safety toe boots, eye protection, gloves and other personal protective equipment as required.
- \* Safely perform duties related to generating and storing hazardous waste in satellite accumulation areas.

Manual Production Processing Duties:

- \* I was responsible for loading, stacking, and transporting materials by hand-truck, forklift, crane and jib.
- \* I prepared and finished blade surfaces.
- \* I was responsible for molding, fabricating laminates, applying epoxies, and laying glass fiber composites.
- \* I used measuring tools and gages to perform a majority of my job.
- \* I used glass fiber structural composites.
- \* I was responsible for using sanders, grinders, vibrating and non-vibrating hand tools to perform my job.
- \* I also used simple and complex machines.
- \* I was responsible for checking and recording components and processes according to specifications.
- \* I operated computer controlled processing equipment.
- \* I was responsible for cleaning and performing first line maintenance on machines and production equipment.
- \* I was responsible for removal of blades from molds using cranes and applying mold release.
- \* After the blades were completed in production, I was responsible for painting the blades.
- \* I was responsible for fitting and assembling parts into complete assembly.
- \* Understands drawings and work instructions.
- \* I was responsible for verifying dimensions, conformance and alignment of finished work-piece to specifications.
- \* I was responsible for lifting, positioning, and/or removal of material from work areas.
- \* I used and handled hazardous materials, and understood their hazards at various locations using machines and equipment, properly segregated hazardous materials and waste.
- \* I cleaned work area, machines, tools, and equipment daily.

#### **Granite Installer**

Front Range Stone - Denver, CO - March 2012 to May 2014

Responsible for commercial and residential granite countertop installation.

Duties included:

- \* Worked long hours and some overnight stays were required.
- \* Required heavy lifting and standing for long periods.
- \* I installed countertops of different materials: Granite, Quartz, Laminate and Solid Surface.
- \* I was responsible for accurate measuring and precise installation. Installation required jobsite problem solving as well as the ability to modify all the materials we worked with.
- \* I worked with hand held power tools including: Circular Saw, Jigsaw, Angle Grinder and Miter Saw.
- \* Installation included wet and dry cutting and polishing.
- \* On occasion, forklift operations were performed.
- \* Used knowledge of production processes, hand fabrication and installation methods and safety practices.

### **Customer Service Representative**

Dependable Cleaners - Denver, CO - November 2007 to March 2012

Responsible for in-house customer service and oversee store.

Duties included:

- \* Scanned and pulled customer orders.
- \* Answered incoming calls, screened calls and/or handled calls.
- \* Signed, retrieved, opened and distributed all incoming mail including FedEx, UPS, etc.
- \* Maintained spreadsheets and inputted data information using Excel.
- \* Detailed garments: silk, wool and cotton.
- \* I was responsible for opening and closing store.
- \* Participated in all aspects of housekeeping duties as assigned; sweep, mop, dust, etc.
- \* Required to lift 50 pounds plus.

### **Assistant Manager**

Burger King - Denver, CO - May 2001 to November 2007

As an assistant manager, I performed various tasks such as supervised 10 employees, was responsible for managing overall store duties.

Duties included:

- \* Maintained team positioning chart.
- \* Loaded and unloaded products and required to lift 50 pounds or more.
- \* Selected and recorded information on shipments.
- \* Checked for damaged goods.
- \* Assured order accuracy with attention to detail.
- \* Approved, signed and inputted time and attendance
- \* Trained new staff.
- \* Monitored recorded sales, labor, waste, meals, voids, etc.
- \* Interacted with guests efficiently.
- \* Maintained food safety and sanitation.
- \* Certified in Basic Management Training: including communication, legal compliance, operations systems, safety and security, shift control success plan, travel path, profitability, guest satisfaction, training and teamwork.
- \* Certified in ServSafe.
- \* Responsible with personnel issues, promotions, layoffs, etc.
- Utilized safe work practices at all times.
- Maintained a clean and orderly workplace.

- Performed cashiering duties per schedule or on-call as needed.
- \* Utilized time efficiently to maximize amount of work during shift and kept busy on constructive tasks
- \* Maintained consistent, fast pace; planned ahead for next customer.
- \* Demonstrated good judgment in calling for backup.
- \* Accurately entered prices, voids, refunds, etc.; made correct change; overs/shorts occurring no more than twice per month.
- \* Kept up on changes, information about products, policies, etc.
- \* Always presented a cheerful, friendly demeanor; greeting customers by name if possible; gave each customer my undivided attention from beginning to end of transaction.
- \* Assisted bilingual (Spanish) customers and interpreted when needed.

### **Auto Body Repair**

Sergio's Body Shop - Denver, CO - January 2000 to May 2001

As an auto body repairer, I fixed damaged bodies and body parts of automotive vehicles such as cars, trucks, vans etc.

Duties included:

- Estimated the cost of a repair job.
- Pounded out small dents with a hammer, pick hammer, or punch.
- Straightened bent or twisted frames.
- Removed parts to gain access to vehicle body and fenders.
- Removed, repaired or replaced damaged fenders, panels, doors, grills, or other body parts.
- Filled damaged areas with solder or plastic body fillers.
- Filed, grinded, sanded and smooth filled or repaired surfaces.
- Refinished small body parts by painting with primer coat, sanding, and painting with a finish coat.
- Greeted and assisted customers.

### **EDUCATION**

South High School

### **ADDITIONAL INFORMATION**

Skills: Personal Qualities:

Cash Register Conscientious

General Office Equipment Trustworthy