

# Luz Arredondo

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I am a dedicated worker looking to obtain a position in a fast paced work environment with growth potential. I am seeking a job opportunity that will utilize my skills as well as acquire additional skills and experience.

Authorized to work in the US for any employer

## Work Experience

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### **Assembler II**

MKS Instruments, Inc. - Niwot, CO  
June 2017 to August 2018

#### Mechanical Assembly

- Worked in a clean room lab.
- Read and follow basic engineering drawings/instructions to assemble products correctly.
- Assembled products utilizing hand held tools such as a hand held screw and drill gun.
- Installed firmware on product
- Performed product transactions to inventory on the computer.

### **Assembly Line Worker**

left hand studios - Longmont, CO  
February 2015 to March 2017

#### Responsibilities

- Responsible for many duties throughout the production line.
- Assemble different styles of jewelry.
- Make sure every part needed to complete the task is made correctly as well as the finished product.

#### Skills Used

I've learned that teamwork is very much needed to keep the production line going. I've always been good at managing multiple tasks and this has helped me a lot.

### **Assembly**

Circle Graphics - Longmont, CO  
April 2014 to February 2015

### **Machine Operator**

Mountain Molding  
May 2013 to December 2013

#### Operate and supervise plastic injection machines

- Mold, trim and inspect parts to meet the requirements
- Operate cnc milling/drilling machine and other machinery to trim part
- Identify and report any malfunctions to supervisor

- Maintain a clean work environment
- Inspect and remove defective products at a fast pace

### **McDonalds Crew Member**

Longmont, CO

June 2012 to March 2013

## Education

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### **High school or equivalent**

Skyline High School - Longmont, CO

August 2007 to May 2011

## Skills

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Basic Computer Skills (10+ years), Assembly Line, Clean Room, Microscope

## Additional Information

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- Quick Learner
- Works well under pressure
- Ability to prioritize and manage multiple tasks
- Works well in a team environment
- Good time management skills