



# MANUEL MATA

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## Summary

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Hardworking Machine Operator well-versed in keeping components running at peak levels to produce high-quality products. Comfortable working alone or with team members to identify and resolve defects. Expert approach to tackling maintenance and inspection tasks.

## Skills

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- Machine Operations
- Continuous Improvement
- Operations Support
- Assembly Line Experience
- Product Assembly
- Manufacturing
- Assembly and Production

## Experience

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Petdine | Windsor, CO

### Production Operator

08/2022 - Current

- Attached identification labels to finished packaged items or stamped lot number and shipping destination information on containers.
- Maintained assigned equipment and performed daily inspections to increase equipment longevity and cut costs.
- Separated products according to weight, grade and size of material to produce final product.
- Looked through work orders to determine type and quantity of materials needed for each production batch.
- Set up and operated production machinery according to specific standards and protocols of company.
- Communicated effectively with supervisors regarding work progress, challenges, and any potential safety concerns.
- Ensured that all products met established quality standards before packaging them for shipment.

Rapid Production Tooling | Berthoud, CO

### Machine Operator

10/2021 - 07/2022

- Monitor the feed and speed of machines during the machining process.
- Maintain records of completed work and production data including volume produced and time required for each task.
- Prepared machine for production processes by equipping with required tools and parts.
- Perform periodic maintenance on machines such as cleaning and lubrication.
- Record production information such as quantities produced and materials used on daily logs.
- Set up machines for various jobs to maintain compliance with manufacturing thresholds and waste reduction initiatives.
- Monitored and observed production line to watch for pile-ups and jams.
- Adjust machine settings to complete tasks accurately.
- Observe machine operations to detect any problems or defects in the

finished product.

Sun mountain doors | Berthoud, CO

**Production Operator**

08/2018 - 10/2021

- Verified production orders prior to starting set-up.
- Used daily system logs to document production information, discussing issues with management.
- Reviewed job specifications to properly set up machines.
- Looked through work orders to determine type and quantity of materials needed for each production batch.
- Communicated effectively with supervisors regarding work progress, challenges, and any potential safety concerns.
- Prepared for work to be completed by studying assembly instructions, blueprint specifications and part lists.

Parkway products | Fort Collins, CO

**Production Operator**

07/2015 - 08/2018

- Attached identification labels to finished packaged items or stamped lot number and shipping destination information on containers.
- Looked through work orders to determine type and quantity of materials needed for each production batch.
- Classified defects from finished orders for record tracking and statistics.
- Moved items between machines, conveyors and transport equipment to meet production needs.
- Sorted product components on work tables to maintain maximum organization and productivity.

## Education and Training

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Colorado Early Colleges | Fort Collins, CO

**High School Diploma**

05/2015