

Manuel L. Melendrez

5393 Elkhart St.
Denver, CO 80239

Phone: (720) 338-7562

EDUCATION

Mi Casa Avenidas Project – Denver CO 80204
Construction Readiness Training – 12/2001
West High School – Denver CO 80204
High School Diploma – 06/1988

WORK EXPERIENCE

Terumo BCT. 10811 W. Collins Ave. Lakewood, CO. 80215 (7/2014- present)

Assembly Worker

Performs area clearance and verification of Material Equipment and Documentation (MED's) and executes successive checks on product. Maintains accountability for product and process quality levels and required documentation. Complies with various governmental regulatory agency guidelines i.e. ISO, OSHA, GMPs, etc. on the manufacturing floor. Pro-actively stops production if a quality issue arises and may participate in the resolution process. Participates in all required quality, process, team, and safety training. Alerts leadership personnel of coverage problems within a work cell or production area. Understands the quality needs of a clean room environment, adheres to associated policies, adheres to the company's personal hygiene standards, and performs gowning of clean room attire in the allotted time prior to start up. Adheres to strict attendance guidelines. Demonstrates basic understanding of manufacturing operating procedures and quality systems required to assemble, bond, or weld sub-assemblies or assemblies together. Completes on-going training and demonstrates knowledge of ergonomic principles and how to apply them. Completes on-going training and can communicate knowledge and apply procedures for handling hazardous waste. Ability to build multiple products and assemblies of all sizes under all company and quality guidelines.

Capstone Logistics, LLC. 10251 E. 51st Ave. Denver, Colo. 80239 (03/2014-07/2014)

Production Worker

Unload produce from trailers with electric or manual pallet jack or fork lift. Break produce to individual pallets. Wrap completed pallets.

FedEx, 5301 Peoria St, Unit A, Denver, Colo. 80239 (02/2012-03/2014)
20431 E35th Dr., Denver CO 20011

Parcel Assistant

Unload and presort packages from trailers to conveyor belt. Scan and sort packages to their shipping destination. Utilize electric and manual pallet jack or forklift to relocate complete pallets for shipping. Print labels and load trailers with completed pallets.

Tri-State Employer Services, 160 Broadway, New York, NY 10038 (11/2011-02/2012)

Parcel Assistant

Scan and sort packages to their shipping destination.

Real Estate Personnel, Inc, 1762 Emerson Street, Denver, CO 80218 (02/2010-11/2010)

Apartment Maintenance Technician

Check vacant apartments for repairs needed and repair. Pick up trash around apartment complex.

Aurora Housing Authority, 10745 E. Kentucky Ave, Aurora, CO 80112 (02/2009-02/2010)

Apartment Maintenance Technician

Maintain supply orders and inventory. Check vacant apartments for repairs needed and repair. Pick up trash around apartment complex. Maintain cleanliness of the swimming pool, check water for proper PH balance and adjust chemicals accordingly. Share monthly on-call service for emergency calls.

Real Estate Personnel, Inc, 1762 Emerson Street, Denver, CO 80218 (02/2008-02/2009)

Apartment Maintenance Technician

Check vacant apartments and complete any repairs. Pick up trash around apartment complex.

BG Personnel, Inc., 7400 E. Orchard Rd, Suite 250-S, Greenwood Village, CO 80111 (02/2007-12/2007)

Apartment Maintenance Technician

Check vacant apartments and complete any repairs. Pick up trash around apartment complex.

Bayaud Industries, Inc., 333 West Bayaud Avenue, Denver, CO 80223-1801 (10/2002-9/2006)

Records Processing Clerk II/Medical Records Clerk IV

Performed duties such as responding to phone inquires, data entry, maintaining medical records and preparing mailings.

REFERENCES AVAILABLE UPON REQUEST