

Maria G Nieto

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Bilingual customer service driven professional with a dedication, skills, and initiative abilities assist an organization meet their goals.

SKILLS

Micro Vu, Smart scope, Calipers 6" & 8", Impact Test 2, 6, 8 lbs. Solvent Stress Analysis, OMIS ZEISS C 400, Quadra-check 200.

EDUCATION

AA- Business Office Administration- UEI College- San Bernardino, CA.

EMPLOYMENT HISTORY

Quality Control Inspector, Blue Dot Safes **09/2014-06/2018**

Perform in process inspections, finished goods inspections and inspections of incoming materials, purchased parts and any other components used in the manufacture of safes. This also include sheet metal production, safe body welding, door hanging, grinding, sanding, bo painting, and mechanical lock assembly. Assist and train other team members. Prepare and en proper shipping packaging when time permits. Complete other duties as assigned.

Office Assistant, Cornerstone Consulting/ENTERSHIP from UEI **07/2010-09/2012**

College

Assisted in providing direct and honest assistant to our clients by providing mortgage counse Responsible for the all incoming and outgoing communication to clients while in the office. Cle duties include, stocking paper media, replying to emails and voicemails, faxes, and some paper r Assisted clients in completing forms as well as providing referrals to other community assist programs.

Customer Service Lead, Wal-Mart **10/2005-05/2010**

Responsible for the initial contact with guests in relation to their complaints, complim merchandise returns, identifying and accepting returns and exchanges, refunding money maintaining a balanced cash drawer.

Quality Assurance, Nypro San Diego **06/1999-07/2005**

Actively participated in the system created to ensure the desired level of production. Observed maintained production line machines to ensure an accurate size, shape, and color of me supplies being produced. Measure, record, and report on all findings and observations. Pre corrective actions plans, maintain files and reports in timely and organized manner. Evaluate assist in writing inspection protocols and procedures

ADDITIONAL WORK EXPERINCE **12/2013-04/2014**

Volunteer Tax Preparer, VITA TAD San Bernardino

Interview clients to get a thorough financial picture in order to prepare tax forms. Prepare or a simple to complex tax returns for individuals by using federal, state, and local codes to see to it clients receive the maximum benefit permitted under the law. Consult tax law handbooks, electronic tax software, and assist clients in understanding the tax submission process.

Volunteer Vouchers Clerk, Woman and Infants Redlands **03/2013-12/2013**

Assist in the print and distribution of vouchers to participating clients as directed by the eligil worker. Properly identify clients to ensure confidentiality, sign them onto appointment system,

take client medical vitals, record and report findings, and supply customer with educational material, paper replacement folders, and appointment reminders. Complete client follow up calls and correspondence.