

**Maria del Rosario Romo**

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**PROFILE**

Seasoned Machine Operator and Energetic Housekeeping Aide who learns new tasks and concepts quickly while managing time effectively to achieve optimal results. Proficient in routine and deep cleaning. Patient and supportive towards other people. Talented and hands-on Machine Operator focused on precision. Strong understanding of mathematics and gauging techniques to inspect parts using standard measuring devices.

**SKILLS**

- Excellent team player with an ability to work autonomously
- Well organized and highly efficient
- Proactive and detailed
- Actively looking for ways to help people
- Flexibility and adaptability

**EXPERIENCE**

Machine operator, Otter Products LLC 2019-2020  
Firestone, CO

- Read and understood blueprints, product specifications and tooling instructions to plan correct operational sequences and prevent materials waste.
- Detected work-piece defects and machine malfunctions, maintaining machines to prevent future malfunctions.
- Selected proper cutting tools and calculated correct parameters to manufacture quality parts.
- Monitored machines in operation to detect malfunctions and identify product defects.
- Completed more than 15,000 complex assembly, labeling, packaging and organizing tasks while adhering to specific daily material needs.
- Worked on team of 20 employees for over 8 projects.
- Monitored feed and speed of machines during machining process.

Production Line Assembly Worker, Otter Products LLC  
Firestone, CO

2019-2020

- Cleared line area of debris to present clean work area for next shift.
- Responded rapidly to machine shutdowns and diagnosed mechanical and electrical failures.
- Collaborated with team members to improve machining technique and increase production schedule.
- Trained new employees in machining methods and identified proper safety protocol.
- Built and packaged products to complete daily work orders.
- Completed product assembly according to standardized procedures.
- Set up and operated production equipment according to daily work orders and safety procedures.
- Recognized defective material and reported issued to management to facilitate prompt resolution.
- Inspected finished products for quality and adherence to customer specifications.

#### TRAINING AND EDUCATION

Personal Finances Workshops, Workforce Boulder County, Boulder, CO	2020-Present
Career Workshops, Workforce Boulder County, Boulder, CO	2018-2019
Boulder County CHFA-Approved Homebuyer Education Training Course, Boulder, CO	2019
Personal Finances Workshops, Workforce Boulder County, Boulder, CO	2017-2019
Personal Finances Workshops, Workforce Boulder County, Boulder, CO	2014-2016
Love & Logic Parenting Classes, Casey Middle School, Boulder, CO	2015
High School Diploma, The Master Learning Institute, Tye, TX	2015
ESL Program Certificate, Level 1-6, Intercambio Uniting Communities, Boulder, CO	2014

#### COMMUNITY INVOLVEMENT

Bilingual Admin, Homeownership Training, Boulder County Government Boulder, CO	2019-Present
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- Help prepare the classroom.
- Help print and organize material for training attendees.
- Assist more than 20 students per class monthly in whatever is necessary within the training room.

Housekeeping Aide, Iglesia de Jesucristo Palabra Miel  
Longmont, CO

2019

- Clean rooms, hallways, lobbies, restrooms, corridors, elevators, stairways, and other areas.
- Keep facilities and common areas clean and maintained.
- Assist guests when necessary.

Parent Helper in the Classroom, Iglesia de Jesucristo Palabra Miel  
Longmont, CO

2017

- Monitored children while their parents were away, maintaining a safe play environment.
- Care for children by overseeing their activities, providing companionship, and assisting them with dressing, eating, and other needs.
- Supervised hygiene by changing diapers and assisting in washing hands and bathing.
- Communicated with children's parents or guardians about daily activities, behaviors, and related issues.

Volunteer, Longmont Youth Center  
Longmont, CO

2017

- Communicated with children's parents or guardians about daily activities, behaviors, and related issues.
- Made follow-up and informational calls to parents or guardians.
- Help organize different activities.
- Help children with special needs.

Volunteer, Nurturing Parenting Classes / Crianza con Cariño, Lashley Street Station 2010-2012  
Longmont, CO

- Facilitate communication between families and coaches.
- Take all required trainings.
- Follow up on concerns and / or needs that may arise during the discussions, promoting social-emotional development of each participant.
- Organize meals and other special events when necessary.