

## **Maria Luisa Valenzuela**

### Objectives:

-Highly efficient, reliable, dependent and fast learner. Looking to achieve success with a company that will allow me to grow, learn, and become a valuable asset with high integrity.

### Accomplishments:

-5, 10, and 15 years Service Award at Guam Plaza Hotel  
-Grad Program Participant at Boston Scientific 2017

### Education:

-High School: Centro Escolar University [Manila, Philippines]  
1976-1981, Diploma

### Experience:

-Product Builder II, 2011-2018  
Boston Scientific [Valencia, CA. 91355]

- Support manufacturing build schedule with moderate direction and minimum supervision.
- Support planning for all pre-production builds.
- Maintain DHR, data input, documentation performance, work specific tasks and assignments, train other, monitor quality on an ongoing basis.
- Apply business concepts, procedures, practices, and a basic understanding of department fundamentals.
- Packaging, labeling, and quality inspection.

-Front Desk Clerk, Purchasing and Telephone Operator 1985-2001  
Guam Plaza Hotel [Tumon, GU. 96931]

- Contact suppliers, purchase orders, receiving monthly inventory
- Attend to customers
- Issue room keys, keep records
- Collected money, balanced cash and checks
- Communicated with housekeeping and tour agents
- Answered telephones

### Skills:

- Microsoft word, excel, PowerPoint, MES, PDM, Windchill 10, SAP
- Data entry, fax, and copying
- Packaging and labeling. Label printing. Inventory part count.
- Organization
- Utilizing bar code scanner, telephone. Utilizing up to date procedures with current revisions.

- Understanding procedures. Fast learner, good attendance, responsible worker.