

Marilyn Lujan

An energetic individual with a strong dedicated mind in quality. When making choices she ensures that all manufactured goods conform to the highest applicable specifications.

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EXPERIENCE

AMA Plastics Inc., Riverside CA— Quality Control Inspector

June 2014 - PRESENT

- Perform initial and in-process inspection of parts in accordance to current specifications and procedures.
- Use various tools including and not limited to: OGPs, CMMs, calipers, micrometers, drop gauges, and pin gauges.
- Generate Non-conforming Material Repots.
- Review blueprints, drawings and other specifications to fully understand part expectations.

U.S. Healthworks, City of Industry CA — Medical Assistant (externship)

August 2014 - November 2014

- Performed front desk duties, including answering phones, scheduling appointments, greeting patients and ordering supplies.
- Completed and submitted clinical documentation in accordance with agency guidelines.
- Collected forms, copied insurance cards to coordinate patient information for billing and insurance processing.

Halloween Club, Ontario CA — Retail Sales Associate

September 2013 - November 2013

- Greeted each customer and offered assistance in finding requested items, helping boost customer satisfaction.
- Regularly assessed assigned area and displays to maintain presentable conditions, restocking and re-organizing merchandise as needed.

EDUCATION

Baldwin Park Adult and Community Education, Baldwin Park Ca — Medical Assisting (Certificate Earned)

July 2013 - August 2014

Baldwin Park High School, Baldwin Park CA — Diploma

September 2005 - June 2009

SKILLS

- Interpersonal and written communication
- Fluent in Spanish
- Documentation and record keeping
- MS OFFICE proficient
- Reliable and dependable
- Basic clerical knowledge
- Flexible schedule
- Excellent multitasker
- Organized

