

Markie Cerda

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Professional Summary

To continue cultivating customer service-oriented skill set, and the endeavor to succeed at a company that values loyalty, determination, and diligence.

Authorized to work in the US for any employer

Work Experience

Electro-Mechanical Assembler III

Eaton-Broomfield, CO

July 2023 to Present

- Performed assembly and installation of electro mechanical components according to engineering specifications
- Operated various hand tools, power tools, and machinery to complete assembly tasks efficiently
- Closely followed blueprints, diagrams, and work instructions to accurately assemble complex electro mechanical systems
- Maintained a clean and organized work area, adhering to safety protocols at all times
- Tested and inspected finished products for quality assurance, ensuring compliance with industry standards

Mechanical Assembler

Woodward, Inc.-Fort Collins, CO

April 2021 to June 2023

- Assemble, install, and fit assemblies/sub-assemblies using appropriate tools and equipment as per work institutions.
- Work with close tolerances and fits to meet engineering and operating requirements.
- Perform test stand preset calibration and final test of product.
- Perform troubleshooting and diagnosis of assembly and/or test errors.
- Accurately complete all paper work, including Quality Assurance and Test Records
- Pick and/ or stock parts from point of use in stock rooms; Document movements and label product placement.
- Use computer and web-based systems to input, access or modify information.

Office Manager

Mile High Labs

August 2018 to April 2020

Greeted guests, screened phone calls, and made appointments for staff members.

- Maintained and updated weekly and monthly calendars for supervisors and department heads by scheduling meetings with vendors, investors, and auditors.
- Screen and distribute mail and return mail.

Shift Manager

McDonalds

April 2013 to August 2018

Performed daily office functions such as answering phone calls, emails, faxes in a timely manner.

- Audits documents and other records for accuracy.
- Tracked and maintained office and warehouse inventory by creating an excel spreadsheet to order supplies as needed.
- Collected payments from multiple clients.
- Assisted Culture Committee in planning office events both on and off company property.

McDonalds - Shift Manager - April 2013 to August 2018

- Trained new employees and kept staff up to date on all new policies and procedures.
- Delivered Work Performance Evaluations, gave warnings and write ups when necessary.
- Assigned tasks accordingly to benefit production and overall performance of the store.
- Reconciled safe and registers at opening and closing.
- Audit any refunds or cash disbursements at the end of day.
- Conducted inspections of the facility both inside and out to maintain organization, safety, and cleanliness.
- Tracked "waste"; product that was unused or returned.
- Provided excellent customer service by creating and maintaining relationships with regulars and resolving customer complaints.
- Maintained inventory and ordered supplies when needed.

Warehouse Associate

Walmart-California

January 2016 to January 2017

Completed reports detailing the damage to merchandise, item numbers, shipment information.

- Inspected and photographed damaged goods prior to palletizing and transferring the damaged merchandise.
- Received and scanned incoming items, to create labels to organize them.
- Took orders and packed merchandise for customer deliveries.
- Maintained a safe work environment by cleaning and organizing any spills or discarded and misplaced items.

Seasonal Sales Consultant

Best Buy

October 2012 to January 2013

Provided excellent customer service by assisting customers with providing detailed product information and placement.

- Restocked inventory as needed.
- Greeted customers and notified them of any sales or specials.

Education

High school diploma or GED

High school diploma

Skills

- o Customer service oriented
- ISO 9001
- Torque drivers
- Inventory control
- Forklift
- Manufacturing
- Microsoft PowerPoint
- Mechanical knowledge
- Hand tools
- Cash handling
- Basic math
- ERP systems
- Math
- Technical Proficiency
- Shift management
- CPR
- Heavy lifting
- Front desk
- o Excellent conflict resolution
- o Always maintains a positive attitude
- o Effective communicator
- Microsoft Excel
- Manufacturing company experience
- Computer skills
- o Organized and punctual
- Soldering irons
- Soldering
- Mechanical assembly
- Wire crimpers
- Quality standards in production
- Conflict management
- Office Management
- Micrometer

- Computer operation
- Computer literacy
- Lean manufacturing
- Pipe threading
- Logistics
- o Works well individually or with a team
- Order entry
- Word processing
- Blueprint Reading
- o Detail oriented data entry
- Electrical soldering
- Microsoft Word
- Microsoft Office
- Manual handling
- Manufacturing facility
- Pallet jack
- Numeracy
- Assembly
- Event Planning
- o Experienced with Microsoft Office
- Guest relations
- Materials handling
- Precision measuring instruments
- Machining
- Calipers

Languages

- English

Certifications and Licenses

Driver's License