

Melissa Gomez

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720-4470178

Professional Summary:

-Punctual retail professional focused on exceeding expectations and building customer loyalty. Flexible schedule and mathematical aptitude.

-Dependable self-starter experienced manufacturing production, assembly, quality assurance and machine operation.

Skills:

Customer oriented

Active listening skills

Consistently meets sales goals

Up selling

Merchandising

Motivated team player

Problem solver

Fluent in Spanish and English

Natural leader

Basic computer skills

Work History:

Assembler, 08/2018- Present

Stored Energy Systems- Longmont, Co

Assemble chargers according to the schedule

Test charger with variac, loader, hi-pot, ground hi-pot, and or computer software created by engineering team

inspect unit is build correctly and set to customer preference of setting

Package charger and do a final inspection before shipping

Product Lead, 12/2016- 04/2017

Nite Ize Inc. - Boulder, Co

Checked work order, reassuring all products listed on work order is correctly picked.

Print price stickers and box labels

Inspected product before placing in shipping box.

Quality Specialist, 04/2017- 01/2018

Nite Ize Inc.- Boulder, Co

Inspected incoming product from China.

Reference blueprints, programs created for the company, and documents created by engineering.

Used tools such as: measuring tapes, digital calipers, calculators, and scanners.

Documented defective issues on Excel spreadsheet.

Communicated with personnel from China, engineers and Product Development.

Handle Returns from customers and repaired if possible.
Inspected product from in house production

Production Lead, 11/2014 to 11/2015

GE Lighting ReasourceMfg - Longmont, Co

Received and correctly processed both written and verbal instructions prints and work orders.
Obtain appropriate tooling and fixtures.
Inspected and tested components assemblies and power tools.
Disassembled/ reassembled and correct any changeover.
Verified part numbers and placed parts in appropriate shipping containers.
Planned and paced work efficiently in order to meet daily goals.

Assembler, 03/2014 to 11/2014

Otter Box Employment Solutions -Frederick, Co

Collated components for assembly.
Ensure that all health and safety guidelines were followed.
Made sure that products were produced on time and are of good quality.
Responsible for achieving production requirements.

Team member/ assistant manager,07/2012 to 03/2014

7-Eleven -Longmont, Co

Clean and organized the store.
Operated a cash register for cash, checks and credit card transaction with 100% accuracy.
Stocked and replenished merchandise.
Trained new sales associates.
Shared best of practice for sales and customer service with other team members to help improve the store's efficiency.

Education:

High school

2011

Niwot High School, Niwot, Co

References:

Andres Juárez- Co worker

(720) 300-3959

Teirra Botterill- Co worker

(720) 352-7068