

**1001 Almendra Place**  
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## **Roberto Ortiz**

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### **Profile**

Proficient at troubleshooting, problem solving, readily understanding instructions of a complicated nature, and responding to challenges with a "get the job done" attitude. Grasp client's requirements and management's needs quickly and apply appropriate actions to complete tasks in a timely manner. Constantly seeking new and more effective methods for performing professional duties. Committed to quality workmanship and ethical conduct.

### **Relevant Job Skills**

- First Responder
- Guard card
- Firearms permit
- Manufacturing Operations
- Inventory Management
- Maintenance Operations
- Hazardous Materials Awareness
- Working knowledge of Windows and Microsoft Word; copying and faxing of documents.
- Forklift Certified
- Capable of lifting heavy equipment

### **Military**

California Military State Reserves, **8/2011- Current**

**Rank: E-4, 146<sup>th</sup> AW Security Forces**

**Security Forces Augmentee**

Support security forces, base security and patrols.

Qualified in M9 pistol.

**Assistant Student Flight Instructor**

Oversee range safety.

Assist instructors with trainees in weapons safety handling and qualifications.

United States Navy, **8/1980- 2/1984**

Rank: E-4, NMCB 5

**Builder**

Duties performed include building and repairing wood, masonry concrete, steel structures, and installing interior finish work, including installing sheet rock, paneling/concrete tile walls and ceiling and floor tile, millwork and trim.

**Weapon qualifications:** M16, M203, 1911, M60, and shotgun.

## **Job Experience**

AppleOne Employment Services, Thousand Oaks, CA  
**Material Coordinator II at Amgen, 8/28/12 – 2/22/2013**  
**Employed full-time: 20-40 hours; Mon-Fri**  
**Salary: \$20 hourly**

Complete documentation, make calculations and perform physical tasks associated with receiving, issuing, warehousing, transporting, and shipping materials required for the production of a biopharmaceutical product. Follow Standard Operating Procedures (SOP's) and departmental policies and strict adherence to current Good Manufacturing Practices (cGMP's).

Biosphere Industries, Carpentaria, CA  
**Maintenance Mechanic, 11/2011 – 5/2012**  
**Employed full-time: 40+ hours; Mon-Sat**  
**Salary: \$24.50 hourly**

Troubleshooting of Press Molding Machines with the following machine parts: hydraulic systems, pneumatic systems, and conveyor systems. Promote preventive maintenance practices. Provide corrective/preventive maintenance to press molding equipment. Give accurate and detailed report and documentation of equipment problems found and repairs performed. Initiated and give support of continuous improvement activities for productivity maintenance and growth. Interact with machine parts suppliers and engineers. Reviewed and updated Job Safety Analysis (JSA).

Skyworks Inc., Newbury Park, CA  
**Chemical Technician, 10/2010 – 11/2011**  
**Employed full-time: 40+ hours; Sun-Wed**  
**Salary: \$20.72 hourly**

Oversaw, control, and inventory of production chemicals on site. Developed cost saving strategies for customers. Negotiated with suppliers to insure timely deliveries and proper documentations of chemicals. Involved with accounts payable and suppliers to assure prompt payments of invoices. Managed receive and offload of chemical deliveries. Trained and supervised new hires in company duties, responsibilities, safety procedures, and policies. Repaired, troubleshoot, and maintenance of Mega Kinetics 501 bulk chemical distribution system. Conducted and documented safety audits. Wrote, review, and updated Job Safety Analysis (JSA) and Current Best Approaches (CBA). Maintained ISO 9000 quality procedures.

Mission Produce, Oxnard, CA  
**Maintenance Technician, 10/2009 – 10/2010**  
**Employed full-time: 40+ hours; Mon-Sat**  
**Salary: \$17.50 hourly**

Conduct safety inspections on all equipment to ensure safe operating conditions. Immediately report any unsafe conditions found. Ensure maintenance personnel follow all safety rules and processes and role model for team. Demonstrate continuous improvement towards compliance with all local, state, and federal codes. Perform basic, minor, and major preventative maintenance on packing-line conveyor system and bagging machines. Give accurate and detailed report / documentation of equipment problems found and repairs performed. Work with other cross functional groups and departments in support of continuous improvement activities for productivity.

Pentair Pool Products, Moorpark, CA  
**Maintenance Mechanic, 3/2004 – 8/2009**  
**Employed full-time: 40+ hours; Mon-Sat**  
**Salary: \$19.75 hourly**

Troubleshooting of Injection Molding Machines with the following machine parts: hydraulic systems, pneumatic systems, dryers/thermolators, and mechanics. Ability to react to unplanned machine repair situations. Interact with machine parts suppliers and engineers. Promote preventive maintenance practices. Provide corrective/preventive maintenance to injection molding equipment. Traveled to Wisconsin, Detroit, and Michigan to dismantle Injection Molding machines and oversee the crating and loading of machine for travel.

Dairy Farmers of America, Ventura, CA  
**Process Operator, 2003 – 2004**  
**Employed full-time: 40+ hours; Mon-Sun**  
**Salary: \$16.00 hourly**

Prepared batches and blended various flavors of Frappuccino coffee drink according to recipe cards. Documented lot numbers and ingredients used for batches. Maintained all good manufacturing practices and proper housekeeping of work station. Performed use of First-in, First-out (FIFO) to insure timely usage of ingredients. Conducted preventative maintenance and troubleshooting. Responsible for Cleaning In Place (CIP) of all process equipment. Followed plant safe practices.

Air Products Gas & Chemicals, Newbury Park, CA  
**Lead Technician, 1999 – 2003**  
**Employed full-time: 40+ hours; rotating days**  
**Salary: \$20 hourly**

Oversaw, control, and inventory of production chemicals on site. Developed cost saving strategies for customers. Negotiated with suppliers to insure timely deliveries and proper documentations of chemicals. Involved with accounts payable and suppliers to assure prompt payments of invoices. Managed receive and offload of chemical deliveries. Trained and supervised new hires in company duties, responsibilities, safety procedures, and policies. Repaired, troubleshoot, and maintenance of Mega Kinetics 501 bulk chemical distribution system. Conducted and documented safety audits. Wrote, review, and updated Job Safety Analysis (JSA) and Current Best Approaches (CBA). Maintained ISO 9000 quality procedures.

Procter & Gamble, Oxnard, CA  
**Technician, 1990 – 1999**  
**Employed full-time: 40+ hours; rotating shift**  
**Salary: \$19.75 hourly**

Maintained and performed quality checks on product. Developed and updated control strategies and Current Best Approach (CBA). Monitored process to bring product to manufacture standard according to Good Manufacturing Practices (GMP). Secured machine hygiene and optimized and verified system targets. Worked with Reliability Leader to plan and execute daily directions. Initiated and led troubleshooting efforts on paper machine. Documented daily shift summary and conducted safety audits. Participated as a Team Safety Leader and as a Fire Brigaded member. Supervised machine and control room center-line using Foxboro system. Performed start-up and shut-down of boiler equipment for Citrus Blend module. Organized sanitation, cleaning, and preventive maintenance of blend module equipment.