

Rochelle Hislar

Available for Full-Time Hire

Fort Collins, CO 80525

RochelleHislar@gmail.com

(310) 776-0329

A candidate with a diverse and proven adaptable background. Experience working in fast-paced environments demanding strong organizational, mechanical, technical, and interpersonal skills across multiple departments. One who can wear multiple hats, has a can-do attitude and is willing to try something new. Recognized as friendly, reliable, loyal, highly trustworthy, ethical, supportive, and one who strives towards making a positive difference, even in the worst of circumstances. Committed to detail and being an asset to the team, working alone, or if need be able to work remotely from home.

Work Experience

Production Line Worker

Employment Solutions - Canyon Bakehouse - Johnstown, CO

August 2020 to October 2020

- Commercial Bakery Production Line Worker stationed in Flex Line Slicing: attended daily meetings, rotated with coworkers on the line, moved cooling racks/fed product onto the line, inspected bread quality and slicing cut, stacked product 14 trays high onto dollies, loaded bags/rework.
- Moved cooling racks up to slicing line.
- Unloaded bread onto slicing in-feed, used a lot of repetitive motion reaching, bending and twisting.
- Loaded bags onto bagger, watched product inject into bags to ensure proper loading, packaging, and clipping ties adhered properly.
- Maintained machinery with supplies for the production line, changed out plastic encasing, stopped production to empty plastic waste, and resumed production.
- Transferred loaves into trays and kept up with bread flow. Stacked trays weighing 23 pound each onto dolly 14 trays high, lifting overhead.
- Assisted other areas with line relief and performed overtime to meet department needs to cover shift shortages.
- Responsible for Food Safety and Quality.
- Prepared dollies for shipment, wrapping, and entered amounts into the system to keep accurate accounting for the different commercial accounts.
- Cleaned up production line area, swept up waste, emptied trash and recyclables, cleaned and wiped down equipment.

Medical Production Assembler

Adecco USA Inc. - Kent Systems - Fort Collins, CO

March 2020 to June 2020

- Assembled, welded and performed leak tests on a diverse assortment of interchangeable couplings for fluid, vacuum and pneumatic applications.
- Welding Machines used to complete tasks: GORT Branson SW300 X Spin, Bronson 941 AES (intelligent Actuator-Bronson 900 series) with Bronson 940M Power Hub.

- Performed Quality Control: inspect parts produced by in-house 3D printers for imperfections such as: bubbles, sinks/voids, shorts, flash, particles, and splay.
- Adhered to all clean room procedures and practices.
- Attended daily morning meetings.
- Temporarily worked towards fulfilling the medical production supply demand related towards COVID19.

Mechanical Assembler

Adecco USA Inc. - Woodward Inc. - Fort Collins, CO
January 2020 to March 2020

- Mechanical Assembler stationed training in TRAS (Thrust Reverser Actuation Systems) Valves, Subs, and then transferred to Actuators and assigned to Finish-Off.
- Inspected parts for damage and ensured parts were FOD free.
- Inscribed name plates with a laser printer inscribing Woodward's logo and part information.
- Followed directions provided on building schematics and engineer drawings in SAP.
- Installed fasteners and locking devices with designated mechanical tools and torquing techniques, installed stow tube support, safety cables, adhered name plates onto actuators sealed name plates with RTV, cleaned completed actuators for final Buy-Off inspection.
- Completed all necessary documentation in SAP and on all final paperwork.
- Followed safety protocol and adhered to set regulation guidelines.
- Completed both on-line tutorials and hands-on training.
- Worked overtime as needed to meet production demands and deadlines.
- Attended daily team meetings.

Logistics: Stock Handler

Adecco USA Inc. - Woodward Inc. - Fort Collins, CO
July 2019 to January 2020

- Performed a variety of administrative tasks using warehouse management software SAP.
- Provided daily customer service.
- Troubleshooted: locating parts for various departments, SAP training assistance, printer issues.
- Daily data entry entered into SAP.
- Completed all necessary paperwork to all assigned stock pulls for various lines.
- Performed a variety of organizational functions, such as: counting, weighing, packaging, and refilling depleted bins. Physically transferred materials from one process to another.
- Followed all safety procedures in the stock area regards to bending, lifting, and the operation of all material handling equipment.
- Identified and tagged parts to maintain accuracy of records, traceability, and to avoid audit errors, and delivered parts to various lines to meet deadlines for multiple builds daily.
- Promoted teamwork and cooperative efforts, worked overtime to meet company demands and deadlines.
- Assisted management during the annual audit by organizing and leading teams to accurately count parts, in order for business and production to resume.
- Followed safety protocol and adhered to set regulation guidelines, completed both on-line tutorials and hands-on training with the Logistics Floor Lead.
- Attended daily team meetings.

Cleaner/Housekeeper

All Star Cleaning Services - Fort Collins, CO

March 2019 to July 2019

- Provide professional home cleaning services
- Staging clients homes
- Exceptional customer service
- Time management and efficiency
- Use of technology on a daily basis: Service Auto Pilot and GPS navigation.

Postmates Independent Courier

Postmates Inc. - Santa Monica, CA

September 2018 to December 2018

- Provided on-demand food and grocery delivery service.
- Used technology daily via Postmates interface along with my smartphones GPS technology to navigate and track my work schedule.
- Provided excellent customer service
- Friendly service
- Prompt delivery to meet the client's satisfaction.

Lyft Independent Driver

Lyft, Inc. - Santa Monica, CA

September 2018 to December 2018

- Independent contractor
- On-demand personal Chauffeur and ride share driver
- Used technology daily via Lyft interface along with my smartphones GPS technology to navigate and track my work schedule.
- Provided excellent customer service
- Friendly service
- Prompt delivery to meet the client's satisfaction
- Had over 700 passengers/rides without a single accident or complaint, while maintaining a 4.95 overall star rating out of 5.00 stars.

EXECUTIVE ASSISTANT

A-1 Home Health Services, Inc - Simi Valley, CA

August 2001 to June 2015

- Provided top-notch executive support as an on needed basis over the years.
- Assisted managing day-to-day business and administrative operations across multiple departments.
- Prioritized and multi-tasked all workload with detail while maintaining confidentiality.
- Supervised a six-member administrative staff.
- Facilitated training to personnel in the following computer applications: Microsoft Word, Excel, Adobe Acrobat, and Kinnser (an online Home Health Management Software) fostering teamwork and high employee involvement, resulting in significant improvements in performance and moral.
- Assisted with patient intake
- Managed patient charts
- Transcribed medical orders and prescribed care
- Scheduled patient visits with nursing staff, and contacted therapists for further home care
- Created and implemented marketing collateral, that increased the company's bottom-line of revenues.
- Negotiated payment plans on outstanding balances and re-established relationships with vendors.
- Accompanied owner to various business and marketing meetings.

- Executed a variety of tasks associated with accounts receivable and accounts payable
- Recorded bank statements, credits and debits into Quickbooks Pro.
- Ran business and personal errands for the owner as needed and arranged traveling accommodations with flights, hotel and car rentals.
- Carried out all facets of staffing, recruitment, training, employee record keeping, organized/maintained all HR files, forms, policies, and reporting processes.
- Played an instrumental role in submitting accurate employee information and payroll data to outsourced service provider to ensure on-time payment and avoid discrepancies.
- Entrusted with authority to sign payroll, business checks and utilize business bankcard.

Education

Diploma in Computerized Business Systems

The Computer Learning Center - Los Angeles, CA

High school diploma in General Education

Olympic High School - Santa Monica, CA

Skills

- ACROBAT (10+ years)
- ADOBE ACROBAT (10+ years)
- EXCEL (10+ years)
- WORD (10+ years)
- 50 WPM (Less than 1 year)
- Quickbooks
- Payroll
- Outlook
- Administrative Assistant
- Marketing
- Customer Services (4 years)
- Cleanroom
- Clean Room
- Clean
- Janitorial
- Courier
- 10 Key Data Entry
- SAP
- Residential Cleaning
- Visio
- Debits & Credits
- Assembly
- Bookkeeping

- Accounts Receivable
- Accounts Payable
- Office Management

Certifications and Licenses

Driver's License

Additional Information

COMPUTER KNOWLEDGE

Microsoft Office Professional Suite 2007/2010, (Word, Excel, Power Point, Access Publisher, Outlook), Adobe Acrobat 8 Professional, QuickBooks Pro, Adobe Photoshop, Microsoft Visio, Corel Office, WordPerfect 6.1, PrintMaster Gold CD Publishing, basic troubleshooting. P-Touch PC (Professional Labeling System), Internet Savvy, Type 50 wpm and 10-key by touch. Windows and Mac Proficient.