

# SANDRA MARTINEZ

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## Professional Summary

Motivated Associate with solid experience managing all levels of large-scale projects, including food production. Warehouse, Retail, and leadership skills.

## Skills

- Basics skills in the variation of cultures
- Proficient in language translations
- Great development of sport techniques
- Communication skills
- Team player
- Time management
- Leadership and Motivation
- Demonstrate comfort bonding with coworkers
- Strong verbal communication
- Self-motivated
- Extremely organized
- Conflict resolution
- Art, Interpersonal, customer satisfaction, customer service

## Work History

### **Bakery Clerk** Oct 2018- Current

Hy-Vee Robbinsdale, MN

- Arranged bakery displays to showcase goods in an attractive manner.
- Packaged customer purchases with care and organization to facilitate satisfaction.
- Provide superior customer service to cultivate guest satisfaction.
- Inspected, pulled and stacked cleaned items and sent soiled items back for re-scrubbing and re-washing.
- Removed discontinued, old and slow-moving items from shelves.
- Affected quick resolutions to customer problems and brought in management when needed.
- Assisted guests with finding items.
- Packaged and labeled products.

### **Medical Assembly** Jun 2018 – Sep 2018

Medtronic Brooklyn Center, MN

- Followed detailed assembly instructions, processes and procedures.

- Maintained equipment by completing preventive maintenance requirements.
- Kept work areas clean and neat.
- Read and followed standard operating procedures.
- Made sure that products were produced on time and are of good quality.
- Operated computer programs to ensure product quality
- Fabricated large and small parts and assembled parts as required.
- Worked in Feedthroughs Department

### **Warehouse Associate**

Mar 2018 - Apr 2018

Point B Solutions

Brooklyn Park, MN

- Stacked and stored pallets at the end of the shift to keep warehouse clean and organized.
- Led warehouse improvement initiatives to advance operational efficiencies.
- Loaded and unloaded pieces into boxes for shipment.
- Swept floors and stored equipment at the end of each shift.

### **Warehouse Associate Jul**

2017 - Sep 2017

Nordic Ware Factory

Minneapolis, MN

- Adaptability in different job working areas Understand Multicultural Sensitivity Teamwork in having the ability to work with others professionally attempting to achieve a common goal.
- Stacked and stored pallets at the end of the shift to keep warehouse clean and organized.
- Stocked, staged and transported goods.
- Loaded and unloaded ship cargo.
- Cleaned and maintained the warehouse in compliance with OSHA safety standards.

### **Crew member**

Feb 2017 - Jun 2017

McDonald's

Brooklyn Park, MN

- Flexibility through job schedules Analytical responses through different situations during customer complaints Interpersonal Abilities in including other coworkers to bond while building work relationships.
- Maintained clean dining room, lobby and service areas at all times.
- Quickly set up and cleared tables and stocked all service stations.
- Handled money, balanced tills, processed credit card payment batches and prepared bank deposits.

### **Breakfast Attendant**

Oct 2016 - Feb 2017

Townplace Suites Hotel

Bloomington, MN 55425, Minnesota

- Developed Managing Multiple Priorities by understanding to adapt through changing conditions and work assignments.
- Anticipate and prevent problems from occurring or reoccurring Build strong customer relationships while providing with the best customer service.

### **Production Associate**

Mar 2016 - Oct 2016

Panera Bread

Brooklyn Center, Minnesota

- Develop communication skills through working with customers and coworkers Ensure customer satisfaction Responsible for delivering quality restaurant food services and cleaning.
- Responsible for achieving production requirements.
- Adjusted alignment of drills, cutters, dies, guides, and holding devices.
- Kept work areas clean and neat.
- Maintained necessary level of communications between shifts.
- Organized work to meet demanding production goals.

Guidance to Personal Success, Brooklyn Middle School

Brooklyn Park, MN

- Develop trust, friendship, and social skills in 7th graders by leading a variety of culture experiences activities.

### **Student Mentor**

Jan 2014 - Mar 2014

Garden City Elementary School

Brooklyn Center, MN

- Develop leadership skills through working with elementary kids ages 5 - 8 Help kids develop reading skills Tutor kids in culture concepts
- Assess students daily work activities and helped them comprehend better

## **Education**

### **High School Diploma:**

June 2017

Park Center International Baccalaureate World School, Brooklyn Blvd

7300 Brooklyn Blvd, Brooklyn Park, MN 55443

- Graduated with 3.2 GPA

### **Certifacte:**

2017

Youth @ Work Training and Internship Program CLUES

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