

SONIA MATA LUJANO
630 S Peck Dr Apt 7308, Longmont, Co · (720)627-9759
sonia.mata0095@gmail.com

I'm an exceptional leader talented at motivating people around me, dedicated to accomplishing set goals and working hard. Highly ambitious in learning new things without hesitating. Work well with others demonstrating great communication skills and making analytical decisions during challenges.

EXPERIENC

JULY 2015 – May 2019

PRODUCTION APPRENTICE, AURORA ORGANIC DAIRY, PLATTEVILLE, CO

- Constantly attend production floor to address issues impacting efficiencies and resolving any shortcomings.
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- Frequent communication with teammates and other different departments, creating a good level of morale, creating great teamwork and ensure safety.
- Keeping track of material inventory for all production areas at the beginning of shift and end of shift.
- Inspecting all machines after CIP and oversee all start-up production process and ensure all logs are being documented.
- Help fillers and case packers during changeovers and verify correct information.
- Constantly monitor correct code dates, barcodes and packaging materials.
- Responsible for direct operations, audits, incident reports, reporting any deviations from our food safety and food quality, completing reports in Excel, Microsoft and sending updated e-mails.

June 2019 – Present

Tech 2 Operator, Valimenta Labs, Fort Collins, Co

- Follow Batch Record recipe procedures for making vitamins in a clean room.
- Fill out paperwork for each run and recording data.
- Breaking down equipment and set up equipment.
- Ensuring product is good quality, checking for correct code date, labels and boxes.
- Following SOPs and GMPs.
- Training new employees.

SKILLS

- Bilingual in Spanish and English
- Motivational and self-motivated
- Computer skills
- Team player
- Knowledgeable in safety, quality and productivity
- Hard worker and quick learner
- Dedicated to achieving new goals
- Positive attitude
- Great communication skills
- Able to manage time
- Responsible
- Reliable

EDUCATION

- MAY 2014
- **HIGH SCHOOL DIPLOMA** , SYLMAR HIGH SCHOOL, SAN FERNANDO VALLEY , CO

