

TANYA HENSE

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Professional Summary

Background includes assembling high-volume mechanical and electrical products using strong multitasking skills and organized nature to complete fast-paced, high-quality work. Strong technical and mechanical skills gained during 20 year career. Dependable self-starter experienced in manufacturing production, assembly, quality assurance and machine operation and maintenance. Experienced Assembler knowledgeable about general warehouse operations. Effective at working quickly and staying focused under strict deadlines. Skilled in managing multiple tasks with frequently changing priorities. Meets deadlines and continuously projects positive attitude.

Skills

- Safety and compliance
- Operations support
- Equipment monitoring
- Project Management
- Power and Hand Tools
- Machinery Operations
- Assembly and Production
- Quality Assurance Controls
- Assembly Procedures
- Equipment operation
- Materials management
- Manufacturing
- Logistics
- Problem resolution
- Process improvement

Work History

Forklift Operator 04/2021 to present

McLane—Longmont, CO

- Operate safely and effectively both standup and sitdown forklift.
- Maintain warehouse accuracy using RFID computer system.
- Assist inventory control in locating and removing unusable merchandise.

Machine Operator 12/2019 to 04/2020

Manpower – Fort Collins, CO

- Maximized productivity by keeping detailed production records and identifying hold-ups.
- Followed technical documentation, including tooling instructions and product specifications to determine and implement operational sequences.
- Operated LAM equipment safely and efficiently.
- Set up and ran LAM machinery to produce exceptional products for wafer circuit needs.
- Identified malfunctions or failures by routinely monitoring and analyzing equipment operations. Updated daily production logs with timely and accurate information, regularly informing management of special incidents or non-conformance issues.
- Tended operating machinery to identify equipment malfunctions and locate sources of product defects.
- Assessed equipment after each production run, performing preventive maintenance to keep machines running smoothly.
- Set up and operated various machine tools and jigs to produce precision parts, maintaining awareness of approximate job completion times.

Mechanical Assembler

06/2011 to 09/2019

Woodward Inc. – Loveland, CO

- Conducted tests and diagnostic procedures using tools such as analyzers, multimeters and power supplies.
- Conducted inspections, tests and measurements of electronic circuits and various diesel engine materials to verify adherence with regulations and desired specifications.
- Repaired faults, reassembled products and completed additional tests.
- Checked color, shape, texture and grade of products and materials against established templates, charts and samples.
- Used hand tools, instruments, gauges and equipment to complete accurate measurements and noted results for official records.
- Located and investigated production concerns and helped management implement corrective actions.
- Coordinated with systems partners to finalize designs and confirm requirements.
- Generated and submitted detailed reports to regulatory agencies and company leadership to help drive enhancements.
- Maintained excellent attendance record, consistently arriving to work on time.
- Supervised and maintained entire Remanufacturing stockroom.
- Managed quality assurance program, including on-site evaluations, internal audits and customer surveys.

- Resolved production problems, improved operations and provided exceptional client support. Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
- Inspect returned diesel engine part from the field and determine eligibility for remanufacturing.

Electronic Assembler

10/2010 to 06/2011

Adecco – Fort Collins, CO

- Monitored production operations for compliance with specifications and promptly reported defects.
- Identified and helped resolve non-conforming product issues.
- Recorded inspection and test data such as weights, temperatures, grades and quantities inspected and graded.
- Inspected outbound shipments and conducted random sampling of product quality.
- Maintained high standard of workmanship by using only approved data, materials, tools and test equipment.
- Recorded defects and coordinated issue resolution with development team and functional leads.
- Presented clear, organized data in graphs, charts, tables and written reports.
- Determined adjustment and certification methods, formulas and measuring instruments required based on blueprints.
- Discarded and rejected products, materials and equipment not conforming with specifications.
- Inspected circuit board assemblies with accuracy, reporting problems or defects quickly.