

Tony Garcia

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(559) 572-3366

Previous experience working in various industries: aerospace manufacturing, social work, commercial sales, food industry, non-profit sector as well as receiving and shipping.

Successfully trained employees while in the aerospace manufacturing and social work industries; exhibited good communication skills while in the sales industry; demonstrated positive personal interaction skills while in the non-profit sector. Demonstrated proficiency in regards to safety protocols operating power equipment while in the receiving and shipping industry.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Mechanical Tester/ Assembler II

Woodward, Inc. - Fort Collins, CO

June 2021 to Present

- Complied with policies, guidelines and regulatory requirements
- Inspected product that has gone through the production line
- Confirmed required specifications, conducted and recorded visual and measurement tests, and communicated required adjustments as needed
- Understanding of multiple mechanical testing stations, calibration tools, and testing equipment, as well as ability to understand mechanical assembly diagrams
- Assembled product following mechanical assembly diagrams and blueprints
- Reported problems with quality, processes, equipment and materials to Production Supervisor/Lead
- Provided hands on job function training to co-workers
- Maintained a clean and organized work area necessary for manufacturing functions
- Understanding and compliance with chemical, machinery and personal safety procedures at all times

Shipping and Receiving

Lowe's Home Improvement - Fort Collins, CO

July 2020 to June 2021

- Ensuring merchandise is accurately received, stocked, and replenished.
- Following proper lifting guidelines to ensure safe moving and placement of merchandise.
- Safely unloading merchandise from incoming freight, moving it to the sales floor, and stocking departments.
- Following safety policies and procedures when operating power equipment (fork lifts, narrow aisle reach truck, counterbalance truck, etc).
- Handles hazardous materials, replaces damaged shelving, keeps the backroom organized, and ensures equipment is charged.

- Organizes merchandise and top stock.
- Understands and prepares for the physical demands of moving merchandise

Mechanical Tester/ Assembler

Adecco- Woodward - Fort Collins, CO
October 2019 to March 2020

- Complied with policies, guidelines and regulatory requirements
- Inspected product that has gone through the production line
- Confirmed required specifications, conducted and recorded visual and measurement tests, and communicated required adjustments as needed
- Understanding of multiple mechanical testing stations, calibration tools, and testing equipment, as well as ability to understand mechanical assembly diagrams
- Reported problems with quality, processes, equipment and materials to Production Supervisor/Lead
- Provided hands on job function training to co-workers
- Maintained a clean and organized work area necessary for manufacturing functions
- Understanding and compliance with chemical, machinery and personal safety procedures at all times

Job coach/ direct care provider

Sample Supports - Fort Collins, CO
August 2017 to July 2019

- Driving clients to and from work sites
- Driving clients to and from program
- Maintained necessary documentation in client records and reports
- Supervised and monitored clients while at job sites • Administered clients' medications
- Understanding of multiple job duties with familiarity with policies and procedures
- Supervised and monitored clients while in the community
- QA data review and entry

Paraprofessional Special Education

Poudre School District - Fort Collins, CO
March 2017 to July 2017

- Assist the classroom teacher with implementing instruction and reinforcing learning skills in one-on-one, small, and/or large student groups
- Implement and support the teacher's instruction plan
- Assist teacher in preparing classroom materials, administering tests, grading, taking attendance, completing paperwork, maintaining files, and/or documenting student achievement
- Monitor students in classroom and during breaks, lunch, recess, time outs, on field trips, getting on and off the bus, etc.
- Reinforce school-wide discipline procedures
- Administer state testing (TCAP) in small groups

Assistant House Manager

Reflections for Youth Inc. - Loveland, CO
February 2015 to January 2017

- Driving residents to school, court and other various appointments
- Maintained necessary documentation in records, reports, and client file information
- Supervised and monitored staff as assistant manager
- Administered residents' medications

- Maintaining required inspections • Understanding of on-call responsibilities with familiarity with policies and procedures
- Supervised and monitored residents
- Ensured financial responsibility and accountability of residents' funds
- Cooked for residents

Residential Health Care Worker

Northern Colorado Living Solution - Fort Collins, CO
September 2016 to October 2016

- Maintained necessary documentation in records, reports, and client file information
- Administered residents' medications
- Understanding of on-call responsibilities with familiarity with policies and procedures
- Supervised and monitored residents
- Assisted with perineal care and bathing
- Assisted with daily routines
- Cooked for residents

Material Handler

Employment Solutions- Otter Products - Fort Collins, CO
October 2014 to January 2015

- Understanding of Lawson M3 scanners
- Meet all table tact times for each role on the table and be proficient at silicone
- Describe and assemble all Otter and Life Proof build types
- Awareness of the differing components needing to go into the different builds and the ability to describe those to all employees on the floor
- Understanding of the departmental metrics and differing table goals for all build types and the table duties such as ticket sorter, product packer, product picker/runner, and shipper.

Customer Service/Sales Representative

Employment Solutions- Press One - Fort Collins, CO
August 2014 to September 2014

- Confer with customers by telephone or in person to provide information about products or services, take or enter orders, cancel accounts, or obtain details of complaints
- Resolve customer's service or billing complaints by performing activities such as exchanging merchandise, refunding money or adjusting bills
- Refer unresolved customer grievances to designated departments for further investigation
- Determine charges for services requested, collect deposits or payments, or arrange for billing
- Identify prospective customers by using business directories, following leads from existing clients
- Solicit sales of new or additional services or products
- Contact regular/prospective customers to demonstrate products, explain product features, and solicit orders
- Estimate or quote prices, credit or contract terms, warranties, and delivery dates.

Education

AA degree in Social Science

West Hills Community College - Lemoore, CA

Vocational Diploma in Social Model Studies- Recovery Counseling

Addiction Recovery Resources (CAARR) Institute - Visalia, CA

Skills

- Calibration
- Crisis Intervention
- Case Management
- Social Work
- Order Entry
- Manufacturing
- Addiction Counseling
- Assembly
- Quality Inspection
- Quality Assurance
- Mechanical Knowledge
- Warehouse experience
- Forklift
- Automotive Repair
- Reach Truck
- Shipping & Receiving
- Materials Handling
- SAP

Certifications and Licenses

Forklift Certification

CPR Certification

First Aid Certification

Assessments

Forklift safety — Proficient

June 2020

Best practices and safety hazards in forklift operation

Full results: [Proficient](#)

Mechanical knowledge — Proficient

September 2021

Understanding and applying mechanical concepts and processes

Full results: [Proficient](#)

Workplace safety — Proficient

June 2020

Using safe practices at work

Full results: [Proficient](#)

Project timeline management — Proficient

March 2021

Prioritizing and allocating time to effectively achieve project deliverables

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

SAP experience, ISO 14001 training, QMAP- Currently certified
CPR/First-Aid