

LESLIE VALENZUELA

557 S 4th Ave, Brighton, CO 80601 | | C: 303-875-4676 lesliehamidan@gmail.com

Summary

Barn worker with 3 years experience reviewing work orders and running several different machines simultaneously and feeding many chickens. My mother used to run a chicken farm and i worked with her for about three years and learned many things from her.

Machine Operator with positive attitude and a commitment to safety, quality, customer service and lean manufacturing. Every day i run my machines, we print on fabric that is sold to many different companies. Quality and safety are our #1 objective.

Highlights

- Fabrication professional
- Metal working ability
- Mathematical reasoning aptitude
- Strong organizational skills
- Active listening skills
- Sharp problem solver
- Energetic work attitudeHigh customer service standards
- Call center management experience
- Proficient with Microsoft Office Suite
- Fluent in Spanish
- Advanced computer skills
- 50 WPM typing speed
- Self-directed
- Accurate and detailed
- Independent worker
- Proper phone etiquette
- Strong interpersonal skills
- Understands grammar
- Report writing
- Employee training and development
- Machinery inspector
- Safety inspections
- Work with operational process tools
- Self-motivated
- Efficient
- Ink and water systems expert
- Skilled at printing press operation

Accomplishments

Customer Service

- Researched, calmed and rapidly resolved client conflicts to prevent an angry customer
- Managed call flow with up to 6 calls in queue per minute.

Experience

Printing Technician

Aug 2013 to Jan 2014

Hunter Douglas - Broomfield, Co

Assessed work for errors or compliance issues and made corrections and modifications when necessary.Cleaned and finished sub-assemblies or assemblies using hand or power tools.Set up and operated greasing equipment to grease components, sub-assemblies or assemblies.Performed and submitted first piece for inspection.Inserted and positioned materials and clamped, spliced and fitted parts using hand and power tools.Trimmed and balanced rotating components such as pump impellers and shaft assemblies.Determine materials, tools and equipment needed for product orders.Adjusted machine feed and speed if machine malfunctioned.Actively suggested operational improvements to enhance quality,

improve production times and reduce costs.Changed equipment over to new product.

Office Assistant

Jan 2007 to Apr 2010

Sparboe Farms - Hudson , CO

Maintained household inventory and maintenance schedules.Checked mail, shopped for groceries and handled bill payments.Organized and prepared residential properties prior to high net worth clients' arrival.Screened telephone calls and inquiries and directed them as appropriate.Researched and collected options for the best pricing on hotels, flights and home furnishings.Created presentations using Microsoft PowerPoint.Ran errands, including grocery shopping and picking up dry cleaning.Organized work projects around client's house.

Education

High School Diploma

2012

Weld Central High School - Keenesburg, CO

Certificate in Computer Operations