

# VANESSA TAPIA

Vista, CA 92083

(619) 675-2285 nessatapia68@gmail.com

## PROFESSIONAL SUMMARY

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Solution-oriented Manufacturing Specialist with 8 years of experience. Committed to worker and workplace safety and cutting costs without sacrificing quality. Successful in problem-solving and critical thinking in times of stress.

## SKILLS

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- Stock management
- Assembly and production
- Warehouse Logistics
- Loading and unloading
- Labeling and boxing
- Order picking and processing
- Warehouse environment safety
- Inventory Auditing
- Task Delegation
- Packing and Scanning
- Shipping and Receiving
- Customer Experience
- Warehouse Software Systems
- Inventory Software
- Microsoft Office
- Box and Container Packing
- Shipping Method Optimization
- Shipment Preparation
- Good Manufacturing Practices
- Invoice and Manifest Review
- Handheld Scanners
- Order Checking
- Prepare Packages
- Barcode Labeling

## WORK HISTORY

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12/2022 to 7/2024 **Material Handler**

**ENOVIS** – Vista, CA

- Performed cycle counts and inventory control to accurately track product levels.
- Assisted in receiving, stocking and distribution of merchandise.
- Updated database with changes in carrier status.
- Reviewed order data to verify transactions and shipping dates.
- Verified transactions, product orders and shipping dates and entered information into databases and reports.
- Processed invoices and order forms for goods received and shipped for proof of transactions.
- Monitored scheduled shipment dates to achieve timely delivery, expediting as necessary, and communicating variances to customers.
- Packed, secured, labeled and applied postage to materials to prepare items for

shipment.

- Verified orders by comparing names and quantity of items packaged with shipping documents.
- Factored shipping procedures, rates and routes in making determinations on best shipping methods for materials.
- Supported reporting, accounting and recordkeeping staff with accurate updates regarding shipment information.
- Conducted research to address shipping errors and packaging mistakes.
- Corresponded with carrier representatives to make arrangements and provide instructions for shipment and delivery of orders.
- Partnered with representatives from different carriers to arrange materials shipments.
- Processed required paperwork to expedite handling of shipped and received goods.
- Communicated with carrier representatives, arranging for special deliveries and shipment receipts.

01/2022 to 06/2022 **Material Handler**

**Argonaut**

- Performed cycle counts and inventory control to accurately track product levels.
- Operated forklifts and pallet jacks to transfer large products from one area of warehouse to another, allowing for easier accessibility.
- Used handheld scanners to efficiently track and maneuver freight throughout distribution network.
- Ensure orderly production and distribution of products by pulling orders from inventory, delivering production materials and supplies when needed, and staging finished product final distribution
- Contributes to the orderly operation of stock and or material storage area.
- Maintains inventory by identifying, labeling, and keeping materials and supplies in stock recording location of inventory and reporting shortages
- Locates material and supplies by pulling and verifying materials and supplies listed on work order

02/2021 to 12/2021 **Quality Control Technician**

**True Diagnostic**

- Helped uncover and fix production problems in order to reduce overall defect rates.
- Performed thorough inspections of incoming materials and outgoing products.
- Determined root cause of deviations and non-conforming results and implemented appropriate corrective and preventive actions throughout product development

process.

- Evaluated samples against standards by completing measurements, visual inspections and other established tests.
- Generated detailed reports outlining results and recommendations.
- Documented and executed detailed test plans and test cases and summarized and logged audit findings for reporting purposes.

11/2018 to 01/2020 **Electronic Mechanical Assembler**

**DDH Enterprises**

- Used precision measuring equipment to check final products for adherence to tolerance limits.
- Reviewed building diagrams and blueprints to determine errors in electronic equipment installations.
- Recommended changes in circuitry or installation specifications to simplify assembly and maintenance.
- Conducted, maintained, tested and repaired electronic devices and electronic components, parts, equipment, and systems.
- Assembled components per technical specifications and production guidelines.
- Inspected completed products for functionality and quality, alerting supervisors of repeat issues and seeking out root causes.

**EDUCATION**

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03/2005

**GED**

**San Diego Job Corps Center - Imperial Beach, CA**