

Ron Cloinger
25 Santa Anita
San Leandro, CA 94579

Cell# (510) 427-9578
E-mail: Roncloinger.1957@gmail.com

Qualifications/Skills

- More than 33 years' successful experience in Material Handling, Logistics, Receiving, and Cycle Count.
- Self-Motivated, detailed oriented and very passionate about my work.
- Efficient/flexible and willing to work any shift.
- Experience with Physical Inventories, rotation of inventory (FIFO), shelf life products, printers, copy machines, PC's and Scanners.
- Knowledge in Excel, and Word
- Work well with a team or as an individual

PROFESSIONAL EXPERIENCE

Rolls-Royce Engine Services – Oakland 1986 –Present

Handler and Receiving

- Receive deliveries into stock via SAP (Systems Applications and Products in Data Processing)
- Inspect parts for damage, verify quantities and ensure proper documentation such as (Certificate of Conformance, 8130's, 1148's) is accurate.
- Count, pre-package and stock materials
- Receive parts using Purchase Order numbers, then batch parts for traceability.
- Scan paperwork/certs into system for traceability
- Release parts/orders thru SAP
- Cycle Count Inventory s as required and
- Train employees on policies and procedures
- Ability to Multi-Task without any issues
- Attend meetings as required
- Assist in yearly audits

EDUCATION

*Arroyo high School – San Lorenzo, Ca
High School Diploma*

Reference Furnished Upon Request

MARK ESGUERRA

[171 Lund Ave Hayward Ca. 94544] · [510 501-0295]

E-mail (Markeboy007@aol.com)

MATERIAL SPECIALIST/SHIPPING & RECEIVING LEAD /COORDINATOR

JOB OBJECTIVE

Seeking employment in the material handler/logistics field with an employer who will utilize my warehousing skills, and offer opportunities for growth and advancement.

SUMMARY OF QUALIFICATIONS

1. I have more than 20 years' experience in Materials, Logistics and Receiving. I am self-motivated, detailed oriented and very passionate about my work. I take pride in everything I do, always striving for perfection. I am efficient/flexible willing to work any shift, as well overtime offered. I'm very familiar with Aviation products, having worked for Rolls-Royce, who is a customer of Aviall's. I'm very experienced in the use of RF receiving guns and bar code scanners. Knowledge includes, but is not limited to inventory control, cycle counts, and physical inventories, rotation of inventory (FIFO). And checking for expiration dates on required shelf life products. I am a licensed to drive Fork- lifts, pallet/floor jacks and overhead cranes. I am well versed with printers, copy machines and CRT's RF scanners. As the nightshift lead I have trained new employees on policies and procedures on how to do the work required. Willing to complete special projects and other assigned duties. (Microsoft experience, Excel, Word etc.)

PROFESSIONAL EXPERIENCE

[FEBRUARY 1999 – [PRESENT]

[MATERIAL SPECIALIST/SHIPPING & RECEIVING], [ROLLS -ROYCE]

Performed many different varieties of tasks with regards to stocking, picking (using RF /scanners.) received deliveries into stock via SAP(Systems, Applications and Products in Data Processing) inspect parts for damage, verify quantities and ensures proper documentation (Certificate of Conformance, 8130,1148,etc.Count,prepackaged and stock parts and materials .Received parts using purchase order numbers, batching parts for traceability. Scan paperwork/certs into system for traceability . Release parts/orders from the system using SAP. Load and unload trucks/ vehicles either by fork-lift or manually. Able to process Scans (Supplier Corrective Action Notice), DPR'S (Discrepancy Problem Reports) and credits (returns to stock) via SAP (for Non-conforming material). Verify orders that are ready to ship for proper packaging and correct quantities. Checks order forms, delivery requests, and all other documents for accuracy and possible damage to incoming materials. I have 3 years' experience with Insta-pak 901 foaming machines and 3 years using banding machines (Steel and plastic).
 And 3 years' experience using Fed X ship manager program and Ups shipping system.
 And using Ideal stencil machines.

EDUCATION

[HIGH SCHOOL DIPLOMA], [ALAMEDA HIGH SCHOOL]

SKILLS

- 20 Years of working with Aviation parts, (Military and Commercial)
- (Receiving,Picking,Stocking and Cycle counting)
- Very familiar and knowledgeable with appropriate documentation and certificates of conformance
- Experience with Aviation parts, part numbers and how parts are packaged.
- Licensed and Certified Forklift & Crane Operator and able to drive multiple size Lifts.
- Flexible-able to transition between jobs and learn duties and procedures. Adapt easily to changing environments. Multi-task-able to do multiple projects at once and still maintain efficiency. Dependable, dedicated and Passionate
- 3 years' experience in the Shipping department

ACTIVITIES

I love to travel and spend time with my family .I enjoy reading and listening to music. I volunteer quite a lot at my daughter's school. Sometimes I cook at fund raisers, and by do face painting or help build things. I use to be a Young Life volunteer. I have traveled all over the United States doing conventions. I would set up the display booths and manage multiple people under my leadership with helping customers.

EDUCATION

[HIGH SCHOOL DIPLOMA], [ALAMEDA HIGH SCHOOL]

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- (Receiving,Picking,Stocking and Cycle counting)
- Very familiar and knowledgeable with appropriate documentation and certificates of conformance
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Nai Saephanh

✈ 2241 Ransom Avenue
Oakland, CA 94601
☎ (510) 772-9486
✉ Saephanh.nai.c@gmail.com

Highlights


**19+ Years
Aircraft
Industry
Experience**


**Inventory
Management
and Control**


**Documentation,
Organization,
Analyzing**


**Shipping
and
Receiving**


**Safety
Management**

I am looking for a position in a sustainable company in the Aircraft Industry, where I can utilize my skills and knowledge to serve my communities and neighborhoods better. I have worked for 16 years with Rolls Royce Engine Services as a Material Handler and Quality Control with multiple roles. While working in the Rolls Royce Engine Services, I have learned various operating software such as S.A.P for tracking and reporting aircraft, Automated Export System (AES) for exporting aircraft parts and engines. At Rolls Royce, I have worked independently, responsibly and dedicated 16 years of workmanship into the company and expect to deliver the same output to the prospective company.

- Experienced working with aircraft such as 727, 747, 757, 767, DC-8, DC-9, DC-10, L10-11 and an Airbus 300
- Excellent communication and customer service skills
- Typing Speed: 45 WPM
- Bi-lingual in English and Mien
- Well organized, accurate and detail oriented
- Quick learner for new skills

Experience

06/2003
Present



**(ENGINE SERVICES – Oakland CA)
Material Handler / Quality Control**

Duties consist of inspecting packages received daily to verify parts and quantity; Worked with B.A.M.C.S. operating system for tracking and reporting aircraft parts; Create documents for exporting aircraft parts and engines using Automated Export System (A.E.S.); File and maintain orders and purchases of parts and equipment from vendors; Coordinates with export brokers to schedule shipments.

Other Key Responsibilities

- Fork Lift Certified;
- Certified with Defense Contract Management Agency (D.C.M.A) to use government software;
- Authorized with Supply Chain Active Tracking System (S.C.A.T.S.);
- Knowledge working with Microsoft Office programs.

03/2003
06/2003

**Onsite Companies Recruiting Agency
Lawrence Berkeley National Laboratory – (Delivery Driver)**

Worked in the transportation department delivering a variety of equipment to various laboratory offices within the Bay Area.

Amtech Lighting – (Delivery Driver)

Duties consisted of replacing light bulbs and fixtures to various companies such as: (i.e. Safeway, Albertsons, Bank of America and Wells Fargo).

Levans Auto Body Parts – Oakland, CA

04/2002
-
02/2003

Delivery Driver/Warehouse

Delivered auto parts to various auto-body shops and homes throughout the East Bay; Stock and pull part orders from the warehouse; Loading and unloading auto parts and equipment.

Evergreen (Eagle) – Oakland, CA

08/2001
-
03/2002

Ramp Agent/Material Handler

Duties consisted of driving tugs, belt-loaders and K-loaders; Worked with a 727, DC-8 and DC-9 aircraft Loading and unloading postal mail and packages; Experienced in working with hazardous materials.

Ontario Aircraft Service – Oakland, CA

08/1999
-
07/2001

Ramp Supervisor

Supervised a staff crew of 7-23 in handling mail, cargo and packages; Duties included inbound/directing aircraft into ramp area for loading and offloading; Made sure all activity is on schedule to maintain on-time aircraft sendoff; Written evaluations conducted daily after every operation; Tracking employee's timecard on a daily basis to submit to payroll department on a bi-weekly schedule; Operated a variety of motorized equipment which required a high degree of control and skills.

Education

Peralta Community College – Oakland, CA

08/1998
-
06/1999

Studied in general requirement courses.

Piedmont Adult School – Piedmont, CA

09/1997
-
06/1998

Completed General Education Development Program; Received a high school equivalency certificate (G.E.D.)

KENNETH D. TREGO

PROFESSIONAL PROFILE

Highly organized analytical professional with superior goal setting, decision-making, and problem-solving skills. Solid reputation for having positive impact on both internal and external support and overall productivity. Extensive knowledge of electrical systems and controls instrumentation. Adept at monitoring, manipulating and maintaining machine systems in a factory environment. Good functional technical abilities and exceptional troubleshooting skills. Strong ability to identify, develop and sustain a network of people and other resources for tasks. Able to execute strategic initiatives in a methodical approach.

PROFESSIONAL EXPERIENCE

January 1985 – Present Rolls-Royce Engine Services
Test Cell Specialist (Control Technician & Gas Turbine Engine Operator)

- Handle all electrical maintenance and repair associated with the operation of 6 Gas Turbine Test Cells
- Utilize skills in PLC's, RTD's, Thermocouples, Vibration Monitoring, Pressure Transducer's, Fluid management, Analog to Digital interface equipment, Load Cells, Horsepower Management Devices, 480vac, 120vac and various DC control circuitry
- Test and certify various engine models up to 8K horsepower, as a Gas Turbine engine operator

October 1980 – October 1984 United States Navy
Aviation Electronic Technician AT3 (KA3B Aircrewman)

- Performed repairs and maintenance on communication and navigation equipment
- Modified automated test equipment to perform testing on newly acquired avionics equipment
- Provided guidance and training to lower level technicians
- Applied technical knowledge of electronics principles in determining malfunctions and applied skill in restoring equipment operations ensuring precise observance of quality control in the repair cycle

EDUCATION & TRAINING

Merit Shop Training Center “ABC American Builders and Contractors”

- Journeyman Craftsman, Electrical Instruction Specialized in Residential, Commercial and Industrial Application

United States Navy

- Basic Electronics and Electricity, VHF, Loran, and ASB1 Radar Repair. KA3B

CERTIFICATIONS

- Lean Six Sigma

ADDITIONAL SKILLS & COMPETENCIES

- | | | |
|------------------|--------------|-----------|
| ▪ Microsoft Word | ▪ PowerPoint | ▪ Excel |
| ▪ Access | ▪ Adobe | ▪ Outlook |

NAY MATTHEW MAI

PROFESSIONAL PROFILE

Highly organized analytical professional with superior goal setting, decision-making, and problem-solving skills. Solid reputation for having positive impact on both internal and external support and overall productivity. Adept at inventory control, cycle counts, physical inventories, and rotation of inventory (FIFO). Exceptional attention to detail, including checking for expiration dates on required shelf life products. Experience with vendor parts, part numbers, and how parts are packaged. Ability to handle different types of power tools and heavy equipment. Keeps pace with changes in various industries and evolving needs. Strong ability to identify, develop and sustain a network of people and other resources for tasks. Able to execute strategic initiatives in a methodical approach.

PROFESSIONAL EXPERIENCE

March 1999 – Present

Rolls Royce Engine Services – Oakland, CA

Material Handler/Receiving

- Perform a variety of tasks including stocking, and picking using RF/scanners
- Receive deliveries in stock via SAP (System, Applications and Products in Data Processing)
- Inspect parts for damage, verify quantities and ensure proper documentation (either by Certificate of Conformance, 8130, 1149, or similar forms)
- Count, prepackage and stock parts and materials
- Receive parts using purchase order numbers, and batch parts for traceability
- Scan paperwork/certs in system for traceability
- Release parts/orders from the system using SAP
- Load and unload trucks/vehicles either by forklift or manually
- Process SCANS (Supplier Corrective Action Notice), DPR's (Discrepancy Problem Reports) and credits (returns to stock) via SAP (non-conforming material)
- Verify orders that are ready to ship for proper packaging and correct quantities
- Check order forms, delivery requests, and other documents for accuracy and possible damage to incoming materials
- Enhance company reputation by making sure work areas are safe and clean

EDUCATION

Fremont High School – Oakland, CA

- Diploma

CERTIFICATIONS & LICENSES/TRAINING

- Licensed Forklift & Crane Operator
- Pallet/Floor Jacks & Overhead Cranes

ADDITIONAL SKILLS & COMPETENCIES

- | | | |
|---------------------|---------------------|---------------------|
| ▪ Microsoft Word | ▪ PowerPoint | ▪ Excel |
| ▪ Access | ▪ Adobe | ▪ Outlook |
| ▪ RF Receiving Guns | ▪ Bar Code Scanners | ▪ CRT's RF Scanners |

JOSE SAYOC
6309 Baine Ave. Apt. F
Newark CA, 94560
(510) 358-6059
Email: jojo_sayoc@yahoo.com

SUMMARY

- Highly qualified professional with 16 years of Logistics Control and WMS (Warehouse Management System) experience at Rolls-Royce Corp.
 - Strong knowledge and practice of SAP and Microsoft Office Programs such as Word, Excel, Outlook.
 - Excellent analytical, written communication and problem solving skills. A fast learner and detail oriented.
-

PROFESSIONAL EXPERIENCE

Rolls-Royce Corp., Oakland, CA

Logistics Control Analyst, November 2002 – Present

- Improved and updates Rolls-Royce Logistics Control Procedures.
- Responsible for making SAP Logistic Control Transaction Scripts.
- Responsible for Company Cycle Counting and reconcile Inventory counts by researching discrepancies and making adjustments.
- In charge with monitoring weekly inventory transactions i.e. Receipts, Issues, Credits etc are presented via charts and graphs.
- Ensure all parts in inventory are correct in quantity and true by identity to meet all production and sales order requirements.
- Keep management advised of work status, workload, problems and progress as related to work assignments.
- Good analytical and writing skills and able to strongly drive for result.

AE Components Eastern Ltd. Hong Kong
Sales Executive, January 1993 – December 2001

- Handles new accounts and product market concerning replacement engine parts e.g. Pistons, Gaskets, Liners for Japanese and European engines.
- Coordinate with Supplier concerning shipping documents (i.e. Proforma Invoice, Packing List for SGS inspection).

YAZAKI Corporation, Ohama Japan
Line Leader, January 1989 to December 1992

- Well rounded in employee training, safety and operations.
- Prepare monthly report, graphs and other records concerning subordinate performance ratings

EDUCATIONAL BACKGROUND:

COLLEGE	1984-1991	B.S.C. MANAGEMENT IMUS INSTITUTE, PHILIPPINES
COMPUTER COURSE	2001	SYSTEM TECHNOLOGY INSTITUTE PHILIPPINES

HAROLD P. MACUSI

1717 Oak St. Alameda, CA 94501, (510) 697-7495, macusi@comcast.net

OBJECTIVE: To obtain a position with a company offering opportunity for career development and professional growth.

EDUCATION: SIERRA ACADEMY OF AERONAUTICS
Oakland, California
Airframe and Power Plant Federal Certification
September 1997 – March 1999

U.S. ARMY NATIONAL GUARD
63H10 Track Vehicle Mechanic
63B10 Wheel Vehicle Mechanic
April 26, 1996 – October 30, 2000

U.S. ARMY
63H10 Track Vehicle Mechanic
July 30, 1991 – April 26, 1996

DOUGLAS HIGH SCHOOL
Ellsworth AFB, South Dakota
High School Diploma
September 1987 – June 1991

EXPERIENCE:

7/09/07 – Present Rolls-Royce Engine Services
Oakland, California
Technician, Level III
Inspect, disassemble, evaluate, inventory and assemble Rolls-Royce M250, AE1107 and AE2100 turbine engines. Also clean and perform final check for engine shipment.

10/10/04 – 7/03/07 TIMEC
Vallejo, California
Mechanic, Level III
Timec is a contracting company providing services for oil refineries. I worked as a laborer, basic pipe fitter, equipment driver (fork lifts, bobcats and heavy trucks), and insulator. I also worked in the tool crib organizing, keeping inventory and repairing tools.

8/20/05 – 11/06/05 PLANETECHS
San Francisco, California
A&P Mechanic
PlaneTechs is a contracting company that provided maintenance for DHL aircraft. With PlaneTechs I performed "B" checks on DC-8's and "A" checks on Airbus A300's. During these checks I performed general servicing and inspections of the aircrafts. I lubed, checked fluids, checked pressures, replaced tires and brakes.

3/15/99 – 9/13/04 ALASKA AIRLINES
Oakland, California
Sheet Metal Mechanic
Specialized in sheet metal repairs, fabrication, corrosion removal and prevention. Performed major, as well as, minor aircraft modifications, including flight deck door security modification, hydraulic heat exchanger modification and elevator control tab mechanism modification. Some painting of aircraft structure, related to repairs and corrosion prevention. Fuel tank entry, repair and leak check.

QUALIFICATIONS: Airframe & Powerplant License Fork Lift and Boom Lift Operator
FCC Certification

References upon request

Fernando V. Gonzalez
33332 4th street, Union City, CA 94587

Phone: 510.586.9468

Email: Nando49er64@Yahoo.com

PROFESSIONAL EXPERIENCE

Rolls-Royce Engine Services Oakland Inc.
MRPC Pre Production

11/2015-Current

Current responsibilities as SAP Network Controller

- Release all engine networks and modules, modifying operations as required.
- When an engine is completed and ready for shipment; I complete & close out all engine & module networks
- Review any open orders / operations working with the assembly leads to close them out.
- 90 days after shipment / closing out the networks, I run the Sub-Sequential Visit (SSV) protocol.
 - The SSV is required to separate the engine's SAP serialized functional locations from our plant to allow other SAP facilities to induct the same serial number engine if necessary
- Monitor and provided continuous support in SAP by maintaining order dates. This provides integrity in our shops order dispatching process
- Support and help expedite priority orders through the repair shops working with shop managers and shop leads
- Provide backup for our team in maintaining customer status reports for internal & external customers.
- Run load / capacity profile reports using system downloads and Excel. Work with other teams to adjust orders as required

System implementation experience with SAP

- One of the original team members responsible for the implementation of the SAP system in our plant.
- Our team was involved in creating the generic networks in SAP. Converting sales orders from our old MRP system into the SAP system releasing and then correctly schedule the network and orders
- This process was done twice. Once in 2014 from an old BMACS system and the second time in 2017 from one SAP plant (OK01) to a corporate plant (OK02) when we became a cost center for Roll-Royce

Rolls-Royce Engine Services Oakland Inc. Scheduler II

10/2006-11/2015

- Supported & Managed component repair requirements for two of our Rolls-Royce military sites, Meridian & Kingsville
- Maintained an Induction/Status report using Excel and provided management updates as requested.
- Worked closely with our customers, supervisors & leads in expediting urgent requirements for this program.
- Worked with engineering when needed to answer and push through repairs being held up for repair questions.
- Attend weekly meetings with customers to assure customer needs were being addressed and to review future requirements.
- Managed repairs on hold or waiting induction dates in our accessory shop.
- Worked with accessory shop leads & supervisor to assure urgent requirements were addressed and completed as required per our ship or due dates.

Planner II (Proto Assembly Requirements), Adaptec Inc., Milpitas Ca.

05/1997- 8/2006

- Coordinate assembly requirements through contract manufacturing (Global Support)
- Maintained build schedules and meetings to prioritize internal and external customer requirements
- Transitioned newly released products to Production Support Planners
- Worked closely with customers and engineering to assure proto & production target dates were on schedule

Warehouse Associate, Apple Computer, Elk Grove/Fremont Ca. 08/88-10/1997

- Lead Logistical Person on grave yard shift: Assured manufacturing had full logistical support, shipments filled & closed, proper personal support in all areas
- MRB: Supported supply quality engineering & supply management
- Shipping & Receiving
- Inventory Control Specialist

EDUCATION

Chabot College, Hayward, CA

1983-1985

Business Administration

References are available upon request.

Computer skills: Proficient in SAP System, Outlook, Excel & Microsoft word.

David A. Johnson

www.linkedin.com/in/david-johnson-b5268b14a

dasjohnson123@yahoo.com

1270 141ST Ave, Apt E San Leandro, CA 94578

(415)756-1708

SUMMARY

Current Production Supervisor in the Defense Aerospace industry with a passion for high quality, controlled cost and on time delivery. Proven, respected people leader skilled in coaching and feedback with a desire to see individuals and teams succeed.

EXPERIENCE

Production Supervisor, 6/2017 to Present

Rolls Royce Corporation

- Currently supervising 70 Technicians in 12 shops thru projected site closure in 2019.
- Managed and developed 40 direct reports in 9 shops, producing 3 engine lines.
- Met all metrics- Zero quality teardowns, NPP 15%, WIP, ESV, and Yellow Belts.

CNC Machinist, 7/2012 to 6/2017

Rolls Royce Engine Services

- Machining of air-engine parts on Hass and Fanuc controlled CNC vertical mills.
- Machined tight tolerances per work scope, blue prints, overhaul manuals, EA's and PCI's.

CNC/Manual Machinist, 4/2011 to 7/2012

BHJ Inc.

- Machined proven parts from the BHJ Inc. catalog, as well as custom applications.
- Set up and operation of Horizontal CNC Mill, Manual Mill, CNC and Manual Lathe.

CNC Machinist, 1/2008 to 4/2011

Mass Precision Inc.

- Lead Set-up Tech for high output production cell of 5 HAAS CNC Mills.
- Set-up production, first article parts on HAAS, FANUC, and FADAL CNC Mills.

Sales Manager, 6/1992 to 6/1998

The good guys! Audio/Video

- Sales Management and Top 15% Sales of consumer electronics, installation and service.

Sergeant, 6/1986 to 6/1992

United States Army

- National Security. Squad Leader. Wheeled Vehicle Mechanic- 63W10H8, 63B20.

EDUCATION

B.S. Business Administration- Cal State East Bay- 2020

A.S. Business Management- College of Alameda- 2018

A.S. CNC Machinist- De Anza College- 2012

Encinal High School, Alameda, CA

CERTIFICATES AND LICENSES

Business Management-Certificate

CNC Machinist- Certificate

Airframe Mechanic, FAA- License

DAVID DEWITT

Date: July 16, 2019

To Whom It May Concern:

Please accept this letter and the attached resume as an indication of my sincerest interest in your open position. I am confident that my knowledge, ability and experience will allow me to deliver consistently successful results for your company.

Please allow me to highlight my key skills:

- Able to effectively manage my time through careful planning and organization of work activities
- An aptitude for identifying and resolving problems efficiently
- Excellent communication skills that result in positive interpersonal relationships
- A track record of meeting deadlines and producing accurate work of a high standard
- Proven ability to make sound decisions based on valid information
- The capacity to learn and apply new information quickly and accurately
- Strong computer skills with proficiency in MS Office

I am convinced that I can be an asset in any position requiring hard work, enthusiasm and reliability. I look forward to hearing from you in the near future.

The enclosed resume expands on my qualifications and experience.

Thank you for your time and consideration.

Sincerely,

David DeWitt

DAVID DEWITT

PROFESSIONAL PROFILE

Highly organized analytical professional with superior goal setting, decision-making, and problem-solving skills. Solid reputation for skills in Electrical Maintenance/Troubleshooting, Project Management, and Quality Assurance. Adept in performing electrical installations and maintenance and repairs. Knowledgeable in all areas on the national electrical code and excels at solving problems with various electrical controls and systems. Strong ability to identify, develop and sustain a network of people and other resources for tasks. Able to execute strategic initiatives in a methodical approach.

PROFESSIONAL EXPERIENCE

1993 – Present
CA

Rolls Royce Engine Services – Oakland,

Level 4 Electrician

- Perform basic and complex machinery repair and troubleshooting, including industrial oven, rotor/balance machine, and plating equipment
- Maintain panel boards/facility lights and install new equipment
- Oversee relocation of shops within facility
- Played integral role in successful set up of zero discharge waste water system
- Led installation of electrical controls and steam heater in stainless tanks
- Persuaded supervisors to implement lock-out/tag-out program presently used by the company
- Installed wiring for energy management system used in HVAC systems throughout facility
- Developed expertise in analyzing and repairing facility-wide telecommunication system

1987 – 1993

Engineering and Construction Company, Inc. – Benicia, CA

Journeyman Electrician/Leadman

- Performed electrical inspections, instrumentation maintenance, and U.S engineering services
- Received outstanding performance evaluation from Prescolite CEO for overall quality in installation of company products throughout the offices and manufacturing facilities in San Leandro, CA
- Installed electrical work for new vapor recovery unit and replaced existing motor control center as part of project team for Chevron Marketing in Doraville, GA
- Recognized as first ECCO employee to graduate from ABC Electrical Journeyman Program and receive Journeyman certification from Construction Craft Training Center
- Gave well-received safety presentation for ECCO employees at quarterly safety meeting

EDUCATION

Diablo Valley College – Pleasant Hill, CA

- Major: General Education (45 Course Credits Earned)

PROFESSIONAL TRAINING

- Associated Building and Contractors Journeyman Craftsman Electrician (Certified Electrician)
- Arc Flash High Voltage Trained

CERTIFICATIONS

- Lean Six Sigma – Yellow Belt Certification
- Emergency Response Team Member CPR Defibrillator/First Aid

ADDITIONAL SKILLS & COMPETENCIES

- Microsoft Office Suite
- Electronic Controls, PLC's. VFD
- AC DC Motors
- Lead Electrical Trainer
- Strong Safety Skills
- Training Junior Electricians
- Schematics & Electrical Drawings
- Solder & Brazing Skills
- Panel & Transformer Maintenance
- General Electrical Safety Awareness Assessments
- Basic Electrical for the Maintenance Worker
- Code Compliance NFPA 70 & State/Federal Regulation
- Phone & Switch (Avaya) Install and Maintenance
- Scissor Lift & Boom Truck Operation
- Parts Ordering & Department Budgeting
- Conduit Bending & New Industrial Electrical Circuits
- Switchgear & MCC Installations & Maintenance
- Troubleshooting Facilities & Machinery

Loeub Ly

(510)295-5438
381 Gonzalez St.
Tracy, Ca 95376

Email
Loeubl@gmail.com

Objective To obtain a position in Logistic Operations

Skills & Abilities Knowledgeable in SAP, basic skill in Microsoft office.
Over 20 years' experience in Shipping and Receiving and Material / Inventory coordinator positions including supervision and training of new employees.

Experience **Material/Inventory Clerk – Rolls-Royce Engine Services Oakland Inc. (2001-2019)**

- Entered data for receivables
- Responsible for inventory control and issuing and receiving material into both physical locations and computer database, using expandable
- Performed cycle counts and physical inventories.
- Performed data entry of material requisitions.

Material Handler Clerk – Lam Research Inc. Computer Hardware Manufacturer (1999-2001)

- Responsible for inventory control and issuing and receiving material into both physical locations and computer database.
- Performed cycle counts and physical inventories.
- Pulled and kitted parts for both external and internal assemblies; monitored and relieved shortages.

Education **McClymonds High School – 2607 Myrtle St, Oakland, CA 94607**

Graduated at McClymonds High school

HUGO ROSALES

OBJECTIVE To obtain a Maintenance position utilizing my 24 years facilities maintenance experience and education.

JOB SPECIFIC ACHIEVEMENTS **Mechanic/Electrical/Environmental training over my career advancing me to the position of Sr. Maintenance Mechanic Level 3 (Universal Mechanic)**

Computer skills Microsoft Suite
 Chemical Safety Training
 Fall protection
 Ladder Safety
 Machine Guarding
 Asbestos Awareness
 Legionella Awareness and water treatment
 Lock out tag out
 Powered Industrial Vehicles (Forklift Certification)
 Powered industrial truck maintenance and repair
 General Electrical Safety Awareness Assessment
 Boiler Operations
 Basic Electrical for the maintenance worker
 Advanced Electrical for the maintenance worker
 Familiar with Hazardous waste requirements in California
 Emergency Response Team Member
 CPR Defibrillator/ First Aid
 Lean six sigma – Yellow Belt certification

SKILLS Chemical storage and inventory control
 Low pressure Boiler Operations
 Scissor lift and Boom truck operation
 Tank Heating systems Steam and Electrical
 Heavy Equipment Forklift Operator
 Shipping and receiving skills (Carpentry and shipping container design)
 Mechanical skills: Trouble shoot and repair Pumps, fans, motors, drives, plumbing systems HVAC
 Electrical measurement current, resistance, voltage 120 Volt single phase
 Trouble shooting no power situations on equipment and office
 Strong Safety skills Job Risk Assessment

2042

Excellent leadership and communication skills. I can work very well with all levels of the organization.
Demolition skills structure and equipment removal

WORK HISTORY

SENIOR MECHANIC - ROLLS ROYCE CORPORATION, OAKLAND, CALIF.

3-25-2002- Present

Heavy Equipment Operator NC Terminal Services (Side Loaders, Hustler Driver, Crane operator)

8-1-2000 through 3-25-02

510-891-7487

Maintenance Tech II Avalon Bay Apartment Communities Electrical, Carpentry, Plumbing, landscape, housekeeping and appliance troubleshoot and installation.

2-1-1997 through 8-1-2000

EDUCATION

Richmond High School, Richmond California High School Diploma,
Contra Costa College English as second language
Fluent in Spanish & English languages

REFERENCES

STEVE PATONAI

FACILITIES – ROLLS ROYCE CORPROATION

Steve.Patonai@rolls-royce.com or Stevepatonai@comcast.com

Home 408-279-6036

Cell-510-384-5256

Direct 510-615-5013

George Andronie

Maintenance Lead Mechanic

George.Andronie@Rolls-Royce.com

510-703-6761

David Goldberg

HSSE Manager

Dave.Goldberg@Rolls-Royce.com

510-507-1452

Further references available upon request

SUMMARY

Energetic and experienced professional over 17 years in scheduling parts for final assembly with a proven track record of entering challenging situations, exceeding expectations and building team consensus to achieve goals.

QUALIFICATIONS

- Excellent interpersonal and written communication skills.
- Proficient in use of Microsoft Office (Outlook; Word and Excel in moderation)
- Detailed-oriented with the ability to comprehend new tasks and gain new skills quickly.
- Innovative problem-solver with the ability to lead, follow directions and prioritize values.
- Ability to handle multiple high priority tasks in a fast paced environment.
- Ability to motivate team members and execute complex assignments.
- Flexible and open to change and ability to embrace and support process changes to support company goals and objectives.
- Embrace HPC culture and maintain 5S and FOD control environment.
- Able to understand and interpret overhaul manuals, blueprints and related technical publications.
- Self-motivated, honest, dependable and willingness to initiate and seek continuous improvements.

EMPLOYMENT HISTORY

Rolls-Royce Corp - Oakland

Supply Chain Logistics and Production (Operational Support) May 2006 - Present

- Analyze SAP sales and production reports to determine availability of serviceable parts and make strategic decisions based on engine work scopes, configuration, cost, safety, performance, lead times, delivery and customer satisfaction.
- Organize and age logistic and supply chain issues to facilitate engine build, operational efficiency and maintain compliance with industry regulations.
- Effectively communicate with upper management and rapidly respond to quality issues, resulting in preventative measure taken and leading to customer satisfaction.
- Review, audit and maintain FAA/DOT certification documents ensuring parts serviceability.
- Accurately execute SAP transactions and successfully complete Yellow Belt Improvement projects.
- Attend daily production meetings to prioritize the daily workload to ensure smooth flow of kitted racks to the production floor.
- Receive parts from the stockroom and put it to appropriate areas or racks concerned as well as picking up the reworked parts from the incoming racks and put it to correct modules.
- Research and verify that part numbers are good to use with the current engine models in compliance Service Bulletins (SB), Commercial Engine Bulletins (CEBS) when processing divorce and transfer of parts.
- Credit excess parts back to stockroom.

Mohammed A Mukhtar

• (925) 786-1082 • Mukhtar928@gmail.com

- Credit defective parts back to stockroom for SCAN (Supplier Corrective Action Notification) process.
- Communicate with customer account advocates, engineers and the lead mechanics whenever necessary to determine engine requirement. Ensure that all picks are checked, inventoried and tagged.
- Maintain blade time remaining in the ETS system which tracks the time remaining on all the flying AE2100 and AE1107 engines.
- Evaluated/Inspected parts for either repair/scrap with Model M250 Engine Line.
- Review books before the racks go for assembly, final build
- FOD (foreign objects and debris) champion for Logistics team.

Rolls-Wood Group - San Leandro

Material Coordinator/Sub-Contract Buyer

June 2003 - May 2006

- Responsible for transporting parts to different work centers for work to be completed and create sales routes for sales orders and transfers.
- Process purchase orders for component parts to be sent out of the facility and process document receipts for parts received in.
- Attend daily production meetings to provide status on part deliveries, work in progress and potential production problems.
- Verify material accuracy and quality check for damaged goods and segregate inventory following standard quality and non-conformance processes.
- Processing of non-confirming materials back to suppliers.
- Ensure compliance with goods receipts, certifications and invoices.
- Communicate with customer account advocates about the current progress in the orders.
- Run reports, research and close problem work orders.
- Ability to work well under pressure in addition to meeting deadlines in a cross-functional team environment.

EDUCATION

Graduated from Indian College (FIJI ISLANDS)

Mission College, San Jose CA

BVNPT : Board Certified Psychiatric Technician

ADDITIONAL INFORMATION

- Team Member of the Emergency Response
- US Citizenship
- FOD Champion
- Class III stamp for QA Book review

TONY NAYLOR

OBJECTIVE To obtain a Maintenance position utilizing my 24 years facilities maintenance experience and education.

**JOB SPECIFIC
ACHIEVEMENTS**

**Mechanic/Electrical/Environmental training and experience
over the course of my career advancing me to the position of
Sr. Maintenance Mechanic Level 3 (Universal Mechanic)**

- Computer skills Microsoft Suite
- Chemical Safety Training
- Fall protection
- Ladder Safety
- Machine Guarding
- Asbestos Awareness
- Legionella Awareness and water treatment
- Lock out tag out
- Aero Repair & Overhaul QMS Awareness – System & Job Role Navigation
- Powered Industrial Vehicles (Forklift Certification)
- Powered industrial truck maintenance and repair
- General Electrical Safety Awareness Assessment
- Electronic Communications
- Boiler Operations
- Basic Electrical for the maintenance worker
- Advanced Electrical for the maintenance worker
- Hazardous waste in California Certification with DOT training
- Emergency Response Team Member
- CPR Defibrillator/ First Aid
- Lean six sigma – Yellow Belt certification

SKILLS

- Chemical storage and inventory control
- Low pressure Boiler Operations
- Scissor lift and Boom truck operation
- Tank Heating systems Steam and Electrical
- Forklift Operator
- Shipping and receiving skills

- Mechanical skills: Trouble shoot and repair Pumps, fans, motors, drives, plumbing systems HVAC
- Electrical measurement current, resistance, voltage 120 Volt single phase to 480 3 phase.
- Trouble shooting: no power situations on equipment and office
- Strong Safety skills Job Risk Assessment
- Excellent leadership and communication skills. I can work very well with all levels of the organization.
- Demolition skills structure and equipment removal

WORK HISTORY

SENIOR MECHANIC - ROLLS ROYCE CORPORATION, OAKLAND, CALIF.

May 09, 1994 - Present

ENVIRONMENTAL TECHNICIAN – PSC, HOUSTON TEXAS

June 2002 – February 2015

ENVIROMENTAL TECHNICIAN – I.Q PERSONEL, SACRAMENTO, CALIF.

March 2015 - Present

EDUCATION

John F Kennedy High, Richmond California graduate 1986. **High School diploma**
Currently Attending Laney College in Oakland California working to obtain an
 Associate in Applied Science emphasis in Electrical.

REFERENCES

STEVE PATONAI

FACILITIES – ROLLS ROYCE CORPORATION

Steve.Patonai@rolls-royce.com or Stevepatonai@comcast.com

W - 510-615-5013

C - 510-384-5256

VASHANE WADE

I.Q PERSONNEL

Project Manager

510-437-0400

GEORGE ANDRONIE

Senior Mechanic

w-510-703-6761

ALVIN BRADFORD

Senior Electrician

w-925-565-9520

JON C. MARTI

Cell: 615-448-8959 ♦ JonCMarti@me.com

PROFILE: HUMAN RESOURCES EXECUTIVE

More than 15 years of success in driving improvements in global HR environments.

Key Highlights:

- ✓ Introduced and implemented Organizational Capabilities Review Process for the Western Region to scale talent for business growth. *Rolls-Royce*
- ✓ Implemented annual compensation review cycle for 250 Western Region retail centers. *Bridgestone*
- ✓ Member of Organizational Effectiveness Team that created and implemented Human Resources Score Card to track all HR Metrics across business groups. *Bridgestone*
- ✓ Improved overall Employee Satisfaction Survey results from 41% to 90% within 4 years. *Office Depot*

Core Skills Include:

Compliance • Diversity and Inclusion • Process Improvement • Human Capital Integration • Mergers & Acquisitions • Global Workforce Planning & Implementation • Project Management • Training and Development • Talent Management & Acquisition • Employee and Labor Relations • Transformation & Change Management

PROFESSIONAL EXPERIENCE

ROLLS-ROYCE, LLC, OAKLAND, CA – WESTERN AREA **SENIOR HUMAN RESOURCES BUSINESS PARTNER** (2015 – PRESENT)
A \$10B + global company providing highly-efficient integrated power and propulsion solutions and power systems used predominately in aerospace, marine and off-highway applications; 40K global employees.

Accountable for directing all strategic aspects of HR functions supporting the defense and civil aviation divisions within the Western US, Canada, and Mexico. Leader for executive coaching and counseling to business President, executives and leadership teams, who are responsible for generating nearly \$2B in revenue. Lead team of HR Managers, HR Generalists and HR Support Functions.

- Lead HR Project team in merger/acquisition efforts of new business entities.
- Implemented competitive benefits and compensation model for the US Western Region
- Innovated and implemented reduction-in-force strategy resulting in the successful site closure and reduction of 350 employees
- Decreased overall negative compliance exposure with a reduction in EEOC, DFEH and DOL claims.
- Created Talent & Acquisition strategy for the Western Region and Mexico within first 6 months of employment.

BRIDGESTONE AMERICAS, LLC, NORTHERN CA – **REGIONAL SENIOR HUMAN RESOURCES BUSINESS PARTNER** (2013– 2015)
A global \$3 Trillion manufacturer of tires, technology and innovation for passenger cars, commercial trucks, motorcycles, agriculture and off-road equipment in the US, Canada, and Latin America; 140K employees.

Provide Human Resources leadership and support to all of Bridgestone entities (commercial, consumer (retail), logistics, sales, IT) in the Western Region of the US and 2 Executive Vice Presidents, 4 Senior Vice Presidents, and 10 Regional Vice Presidents of Operations/Sales responsible for 4.5K sales/operations personnel. Skillfully designed and implemented organizational programs and processes to effectively engage a workforce aligned with the organization's business needs, culture and values. Work cross-functionally to influence goals, objectives and priorities related to the overall operational metrics of the organization while creating a premier place to work. Responsibilities include but not limited to managing employee relations, investigations, coaching and development, implementation and communication of policy and legal requirements, assisting internal and external legal counsel with defending employment law claims through collaboration and meaningful transparency. Led staff of 7 Human Resources Business Partners and HR Generalists. Controlled \$1M budget.

- Designed and implemented annual compensation review cycle for Northern CA retail stores
- Member of Organizational Effectiveness team that created and implemented Human Resources Score Card to track all HR metrics across business groups.

- Reduced and stabilized turnover rate from 52% to 28% turnover within two year time span.

BRIDGESTONE AMERICAS, LLC, NASHVILLE, TN – SENIOR HR GENERALIST (2008– 2013)

- Effectively implemented HR Transformation initiatives to various business groups.
- Managed corporate recruiting process including but not limited to sourcing, selection, domestic and global relocation and on boarding.
- Certified Member of Corporate Hay Position Evaluation Team and Competency Analysis Committee
- Identified and developed Hi-Potential talent through 9-Block succession planning evaluation process.

TRACTOR SUPPLY COMPANY, NASHVILLE, TN – EMPLOYEE RELATIONS MANAGER (2006 – 2008)

Managed Employee Relations ethics complaints and concerns for a region spanning seven states, consisting of 170 retail stores and 1500 non-exempt employees. Provided consultative guidance to managers in areas of compliance, performance management, and application of policies and procedures in an effort to preserve ethical consistency and reduce overall negative exposure to the organization. Recommended relevant trainings for Business Partners by monitoring employee satisfaction and the employee relations climate to identify trends, concerns and potential liabilities. Interpreted and implemented local states and federal regulations and company policies and procedures to ensure compliance for retail locations with all applicable state/federal employment laws, and federal reporting requirements.

- Led Servant Leadership initiatives designed to improve overall employee relations and morale resulting in an improved Employee Opinion Survey of 63% to 89%.
- Developed and implemented a regional HR Toolkit for Managers to promote proactive Employee Relations.

PRODUCT ACTION, SMYRNA, TN – REGIONAL HR BUSINESS PARTNER (2004 – 2006)

Responsible for all Human Resource functions for a client group size of more than 1500 associates within the states of Tennessee, Alabama, Kentucky and Mississippi. Initial point of contact for associates in response to Human Resources based questions and concerns. Provided comprehensive knowledge of company policies and procedures as they relate to state and federal employment laws. Maintained strong business relationships with the regional and corporate leadership teams to ensure effective and efficient delivery of Human Resource services.

- Successfully decreased turnover from 64% to 35% by designing and implementing strategic associate-retention projects. (Quarterly Up Date Meetings, Realistic Job Previews, HR Round Table Meetings)
- Planned and facilitated the execution of management leadership skills and development trainings.

OFFICE DEPOT, INC., FREMONT, CA – REGIONAL HR MANAGER (1999 – 2004)

Implemented programs that sought company recognition as one of Fortune's "Top 100 Companies to Work for in America."

- Union Response Team Member; successfully defeating 4 union organizing campaigns 3000 sales, customer service, and distribution employees in California.
- Project Lead for CA KRONOS timekeeping rollout that minimized FLSA violations and negative exposure.
- Improved overall Employee Satisfaction Survey from 41% to 90% within 5 years.
- Assisted in reducing and stabilizing Turnover Rate from 72% to 20% within seven years.
- 3rd Chair Negotiator and Reviewer for Union Contracts (Drivers, Customer Service, Warehouse, Inside Sales)

EDUCATION & CERTIFICATIONS

B.A., Human Resources Management, Holy Names University
Certificate, Human Resources Generalist, George Washington University (Distance Education)
Certificate, Training and Development Facilitator, Development Dimensions International (DDI)
Certificate of Distinction, Leading Strategic Innovation, Vanderbilt University

PROFESSIONAL AFFILIATIONS

Northern CA Human Resources Association – Professional Member at Large
Society for Human Resources Management – National Member at Large

Lena A. Avery
408-854-2990
lena_avery@yahoo.com

BACKGROUND SUMMARY

- Experience in employment policies and procedures, recruiting and other HR functions in fast-paced environments and startups.
- Business orientation and ability to understand organization's product/service value.
- Experience in Union environment and knowledge of Federal and State regulations affecting hiring practices (OFCCP, EEOC and Affirmative Action).
- Proficient in handling a high volume of background adjudications and conducting audits.

EDUCATION

- **Human Resource Management Certificate Program, UC, Santa Cruz**
- **Union Institute & University, BS, Human Resource Management**

PROFESSIONAL EMPLOYMENT

Rolls-Royce Engine Services (Belcan) – October 2017 to Present

HR Advisor

- Interfaced with key stakeholders to ensure Human Resources business continuity within the North America West area.
- Administered policies and procedures relating to all phases of human resources activity by performing the following duties:
- Ensure alignment of HR and business culture, values and behavior across the area.
- Direct inquiries related to benefits, payroll, compensation and HR related policies.
- Act as liaison between HR, vendors and various business functions.
- Assist stakeholders with recruitment, selection and onboarding processes.
- Facilitate Drug and Alcohol screenings in compliance with DOT/FAA requirements.
- Assist with delivering HR related communications to business function heads and employees.
- Assist in fostering highly engaged environment.
- Provide administrative HR support as needed.

Thomson Reuters (Rose International) – August 2016 to February 2017

HR Assistant

- Interfaced daily with hiring managers, recruiters and internal staff.
- Onboarding, adjudication requests utilizing pass/fail guidelines for background clearance.
- Recruitment; scheduling interviews, following up with hire managers with offer process.
- Final review of final documents prior to hiring candidates for completion.

Kaiser Permanente (Rose International) – November, 2014 to January 2015

Recruitment Coordinator III

- As part of post offer process team (POP), responsible for final monitoring background checks and clearance of candidates.
- Adjudicating and processing 100-150 backgrounds per week.
- Reviewed employee profiles for missing documents and securing needed documents from candidates to complete background file prior to final hiring steps.
- Check and monitor drug screens.
- Interface daily with hiring managers and recruiters and internal staff.

Sr. Project Coordinator

- Responsible for delivering effective, proactive and responsive recruitment/workforce management consultative services (to include workforce planning, career services, retention strategies, recruitment and diversity) to hiring managers, which result in the best match, of the

most qualified candidates for assigned specialty positions (licensed technical/professional, management/exempt, business/finance).

- Worked on special projects with very high visibility requiring confidential information and change management utilizing recruitment processes, provided system support through use of applicant tracking system(Taleo), ensured accuracy and confidentiality in Kaiser Permanente's hiring processes.

Visiting Angels – April, 2014 to August, 2014

Recruiter

- Recruit for in-home patient care, assisted living facilities.
- Screen, interview and present offer letters.
- Maintain disciplinary records and other pertinent information.

Union Institute & University September, 2013 to April, 2014

- **Full time student enrolled in Human Resource Management Degree Program**

AHS, Inc. - November, 2012 to August, 2013

HR Consultant

- Provide strategic consulting, including professional organizational development, human resources/employee relations, benefits, employment law, staffing and recruitment services to client companies.

Flyer's Energy (Contract) May, 2012 to November, 2012

Corporate Technical Recruiter

- Responsible for supporting the management team as a full cycle recruiter.
- Achieve staffing objectives by recruiting and evaluating job candidates.
- Managed the intern program.
- Managed a pipeline of ready candidates.
- Provided sales supervisors with training in Effective Interview Skills and Techniques

Schilling Robotics (Manpower) - July, 2011 to November, 2011

Corporate Technical Recruiter

- Worked with hiring managers on acquiring talent for recruitment needs using Taleo ATS.
- Conducted regular follow -up with managers to determine the effectiveness of recruiting plans and implementation.
- Developed a pool of qualified candidates in advance of needs.
- Researched and recommended new sources for active and passive candidate recruiting.
- Built networks to find qualified passive candidates.
- Utilized the Internet for recruitment.
- Communicated with managers and staff regularly to establish rapport, gauge morale, and source new candidate leads.

Xyratex International, Inc. (Manpower) July, 2010 to July 2011

Talent Acquisition Partner

- Found, assessed, and engaged the highest quality candidates in critical skill areas.
- Assessed candidate skills, background and fit so as to predict performance levels and styles with a high degree of accuracy.
- Stayed abreast of marketplace trends and competitor practices in order to educate hiring management and build/maintain a competitive advantage for the clients.

Dale Pannell

4 Sandy Drive, Vallejo, CA 94590

707-208-0059

dalepannell@gmail.com

Linkedin.com/in/dale-pannell-70ab86167

Skills

- Over 20 years of calibration experience
- Committed to Integrity and detail oriented
- Familiar with geometrical dimensioning and tolerance per ASME Y14.5-2009
- Experienced with MS Excel and Word
- Experienced with IndiSoft Gage InSite calibration software
- Experienced working with FAA regulation

Experience

APRIL 1985 - PRESENT

Metrology Lead Technician - Rolls-Royce Corporation, Oakland CA

- **Responsibilities:**
 - Directing three technicians
 - Maintaining department workload
 - Performing calibrations and documenting results
 - Facilitating department audits
- **Areas of expertise:**
 - Dimensional inspection of tooling fixtures to print specification
 - Micrometers, calipers, indicators, and height gauges
 - Multimeters, AC and DC voltmeters, ammeters, ohmmeters
 - Timers and stopwatches
 - Pneumatic and hydraulic pressure gauges/transducers
 - Thermocouple and RTD temperature equipment
 - Weights, scales, and balances
 - Liquid turbine flowmeters using Flow Technology MT50 prover
 - Torque wrenches
- **Performed 7304 out of 22491 total calibrations in last 5 years (32.5%)**

Education

APRIL 2019

- **CALYPSO Basic Training Course - Zeiss Academy, Fremont, CA**

Operation of Coordinate Measuring Machines using Zeiss Calypso software

JUNE 2018

- **Fundamentals of Metrology - N.I.S.T., Gaithersburg, MD**

ISO/IEC 17025 compliance, including measurement systems, units, measurement uncertainty, measurement assurance and traceability

JUNE 1985

- **A.S. in Non-Destructive Testing - Contra Costa College, San Pablo, CA**

Graduated with Honors; courses included Computer programming, Electronics, Blueprint reading and Instrumentation.

MICHELLE VENTURA
2531 Taft Ave, Manteca, CA 95337
510-461-5164
Michven05@yahoo.com

OBJECTIVE

Seeking a position where I can implement my skills/knowledge in administrative or inventory control/material clerk.

SKILLS & ABILITIES

Technically knowledgeable with advance experience utilizing desktop applications; Windows, Internet, Email, Microsoft Office 2007

Knowledge in SAP Applications (database)

Inventory control, Cycle counts

Work well with others

Reliable, dependable

Bilingual - Tagalog

EXPERIENCE

Material/Inventory Clerk, Rolls-Royce Corp (Oakland)

Mar 2012-Jul 2019

Ensure all parts in inventory are correct in quantity and to meet all production and sales order requirements in a timely manner. Help improve and update inventory control procedures and other processes of material handler functions. Processing and resolving discrepancies, credits. Customer service, Lean and train new processes. Involved in a committee within the company for continues improvement. Responsible for issuing and receiving material into both physical locations and computer database.

Shipping Clerk, Aerotek c/o Rolls-Royce Engine Services Oakland

Oct 2011-Mar 2012

Processed/maintained outgoing and incoming domestic and international shipment and all related documents. Filing, scanning
Performed data entry of material requisition

EDUCATION

Medical Assistant, Hayward, CA, Bryman College

Oct 2003-Jun 04

Microsoft office, Hayward, CA, Eden ROP

Jun 2000

BS Nursing, Philippines, Saint Louis Univeristy

Jun 1996-Apr 97