Alyssa Y. Mora

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**OBJECTIVE**

A challenging position utilizing abilities developed through my experience with the opportunity for professional growth based on performance while enhancing the company’s productivity and reputation.

**SKILLS PROFILE**

* Ability to handle multiple concerns
* Knowledge of an experience with Microsoft Office
* Good filing and organization skill
* Handling confidential paper work
* Ability to multi-task while being efficient
* Knowledge of OSHA standards
* Data Entry

**EMPLOYMENT HISTORY**

**PRODUCTIONS ASSISTANT/LABEL CONTROLLER** Oct.2008 - Current

Fagron, Inc. (Formerly Gallipot) Mendota Heights, MN

* Weigh, fill and package raw materials, semi-finished goods and finished products according to the quality assurance guidelines with the aim of completing correct production orders.
* Record working times and possible deviations on the basic document and the production protocol with the aim of reporting in a correct manner on the tasks that have been carried out
* Operate machine(s) with the aim of being responsible for the optimum functioning and output of these machines.
* Respect guidelines as regards quality, order and safety when completing production orders with the aim of preventing accidents and incidents.
* According to established guidelines clean equipment and work station and check it for possible residue with the aim of working in a clean environment that is in line with the quality requirements for preventing accidents and incidents.
* Create and edit labels for our finished products and manufacture items through Navision and NiceLabel
* Posting finished products.
* Update filing for finished projects.
* Update monthly clean logs for all lab and manufacturing rooms. Also, weekly inspections to ensure everyone is following the safety standards.
* Data Entry
* Manage filing for Packing Base Documents/Inspection Forms.

**CASHIER**

CenterPlate, Saint Paul, MN May 2005 - 2008

* Manage money that goes in and out of registers
* Balance till – occasional money manage
* Successfully complete all jobs by time requested
* Food prep/cook
* Provide outstanding customer service while setting an example for other employees

**EDUCATION**

High school diploma 2006

Como Park High School