

## PERSONAL INFORMATION.

**Cell Phone:** (686) 131-55-87

**Email:** orozco83167@hotmail.com,

## PERSONAL INFORMATION

**Date of Birth:** March 3, 1983

**Place of Birth:** Mexicali Baja California Norte

**Citizenship:** Mexican

**Gender:** Female

**Number of professional bond:** 5828565

**CURP:** OOLG830303MBCRPB06.

**VISA NUMBER:** VBUSA8590003388

## EDUCATION.

- 2002-2007 University: Instituto Tecnológico de Mexicali, graduate of Industrial Engineering, located at Av. Tecnológico s/n Col. Elias Calles.
- 1998-2001 High School: Centro de Bachillerato Tecnológico, industrial y de servicios No. 21 (CBtis 21) located at Calz. Cuautémoc y Río Elota s/n Col. Santa Maria.

## WORK EXPERIENCE.

- Administrative assistant (Management, HOS, HSE, HR, Communicatios, etc.) in Honeywell Automotive Products located at at Blvd. Lázaro Cárdenas 2545 Col. Plutarco Elias Calles for the company Ingenium (Entry May 6<sup>th</sup> 2013, actual work), immediate chief inside the plant Alfredo Tirado Manager of the department of HSE
- Receptionist and administrative assistant of the HSE Manager in Honeywell Productos Automotrices located at Blvd. Lázaro Cárdenas 2545 Col. Plutarco Elias Calles for the company JC Security, immediate chief inside the plant Alfredo Tirado Manager of the department of HSE. December 2010-May 3<sup>rd</sup> 2013
- 6 months in Thermodynamic Plates (Placas Termodinamicas Parque Industrial el Sahuaro) in the area of Burnthrou of technical draftsman, immediate chief David Congora.
- 6 years in the development of artificial flower arrangements and sell them (family business). For seasons: Mother's Day, Father's Day, Valentine's Day, Christmas, Day of the Dead, and so on.
- 4 years in the sale of Christmas trees and Christmas arrangements (family business)

## SKILLS.

### Activities HS & E. (Immediate boss Alfredo Tirado)

1. Recycling Campaign Management inside the plant.
2. Internal Auditor (Audit HS & E)
3. Managment of access badges.
4. Management and updating of database MSDS.

5. Development of brochures based security standards and procedures STPS plant.
6. Review of leaflets for changes that could see in the rules or procedures.
7. Distribution of leaflets carrying leaflets filling found in plant (receipt, reception and time clocks manpower).
8. Translation of information or documents of HSE & E and medical services. (English-Spanish and Spanish-English).
9. Development of security alerts.
10. Management of organic waste program dining room (Gastroind).
11. Prices, ordering, receiving, assembly and placement of recycling bins.
12. Rotation of posters that HS & E that are in production floor, dining room and general offices.
13. Request for dining services department for HS & E courses, audits, together.
14. Concur Expense of Alfredo Tirado.
15. Creating audit template for HS & E.
16. Database update of audit template HS & E.
17. Creating and updating Tip's Energy section which lies within SASHMA.
18. Creating and updating database KAIZEN improvement ideas of HS & E.
19. Make changes to the safety brochure; make changes in reception and screen printed in the brochure.

### **Reception activities.**

1. Receive Visits / providers / local and foreign contractors.
2. Check that visits / suppliers / contractors have the FMM permit, if they do not have it indicate what they should do.
3. When are visits / suppliers / contractors for the first time, they need to read the Safety guide if the company, give them a card certifying that they have read which is valid for 1 year and record them in a database Excel.
4. With suppliers / customers / contractors give read and sign the confidentiality agreement.
5. Receipt of mail and packages (UPS, ESTAFETA, DHL, FEXDEX Post, MEXICO, ETC) and distribution of the same.
6. Shipping mail and packages (most used UPS) already locally or internationally.
7. Management applications AMEX card (sending application and presentation application filling to people who request it, once the eatery, complete check this (along with a copy of IFE and proof of address), scan to Contact.
8. Management screen displays reception where the triptych safety, and general information such as the Energy Tip's and information on recycling.
9. Employee notification of visits that take into reception.
10. Printing badges for Honeywell employees with access and without access.
11. Printing Manpower badges for employees with access and without access.
12. Taking Pictures of contract employees of different companies that are on the ground.
13. Taking photos or other students to generate badges.
14. Generate and print badges for contract employees with access to special template without access.
15. Record delivery of badges to contractors.
16. Reservation boardrooms (and changes) Torrance, Kodama, Attesa.
17. Request quotes for HS & E department
18. Generation Shopping cart of the various contributions of the department of HS & E (Fluis Solutions, ICAR, JC Security Printing Image, Stationery Azteca, Drug, extinguishers Mexico, Optics Diana, Laboratory Sinaloa, Excel, Prevention and control of contingencies, Contact Sings, Aranda Machining, Tool Machinne Suply, WINCO, X-ray, etc.)
19. Tracking the shopping cart to get your PO.
20. Follow up with the supplier to have the request on the ground.
21. Collect and distribute requested.

22. Maintaining the printer for receipt (purchase badges with hits and no hits and rolls ink for it), change the ink once it is completed.
23. Application and log purchase receipt and that credit cards do read the safety leaflet (English / Spanish)
24. Management of plant cabinets (dining, timeclocks, dining, Rh and Customer Service), post the information given by RH, HOS and HS & E, remove old information)
25. Paging fire system tests.
26. Support assistant plant manager. (As booking rooms handling the assistant when not)
27. Safety brochures sent upon request when going to see big business visits.
28. Key pick up a rental car companies when employees leave them at reception.
29. Developing birthday calendar Honeywell employees and manpower and posting.

### **Activities HOS**

1. Generation Honeypuestos database.
2. Maintenance Honeypuestos database by changes made formulas and department HOS.
3. Capture Honeypuestos weekly.
4. Update graph (Weekly / Monthly) honeypuestos by type of idea.
5. Global Graphics Update honeypuestos by type of idea)
6. Creating database of articles taking orders for honeypuestos (using formulas for quick order).

### **CERTIFICATES AND RECOGNITIONS FROM COURSES AND UPDATES.**

- Excel for business with format DC-3 (Constancia de Habilidades Laborares).
- Auditors' training course ISO 14001:2004 (SPC Advanced advising [Asesoría Avanzada]) with duration of 16 hours, June 2012, Instructor Juan Carlos Navarro (NAMJ-760803 122/953, Cert. # 197894-44580)
- State University of Pedagogical Studies of the State Educational System attaches record for having successfully completed the Advanced Diploma in English Interactive with duration of 336 hours of academic work, November 29, 2005.
- Letter as a trainee technician Clinical Laboratory in the area of Biological Chemistry.
- The Cbtis No. 21 gives the certificate for this involvement with the Project Porta Wash Plus on the XIV contest inventive and Technological Innovation, My 29, 2001.
- From the department of education in Tijuana: Recognitions for having won the tjird place in the state contest Drawings Industrial Second Grade secondary technical education. Tijuana B. C. May 22, 1997.

### **ADDITIONALS.**

- All office programs, (Excel, power point, Publisher, Outlook, Word), AutoCad 14, AutoCad 2005, Photo Scape, AutoCad 2009.

### **INTERESTS.**

- Be a consummate professional improving day by day acquiring more and new skills.
- Show how much I can give to a company as a professional and do what it's the best for the interests of my company taking the best decision.
- Give to my family the best through my work doing the best at work.