

Summary

Driven individual and Recent College Grad new to the semiconductor industry and eager to gain more experience, knowledge, and responsibility; having displayed ability to pick things up quickly and continue to work on executing at a high level. Possessing a "team-first" mindset and will do whatever it takes to support the team and partners to complete projects in a safe, and timely manner. Extensive experience in team building, leadership, and management and apply these skills on every project or task. Strong communicator, conveying complex technical ideas with clarity to promote project collaborations. Works well under pressure, often in difficult and demanding circumstances.

Experience

AM Technical Solutions | Hillsboro, OR

2021 – Present

General Coordinator- Space Management and Logistics

- Coordinate and create plans weekly based off project priority and hit milestones to stay on track with deadlines across various projects.
- Support various groups on campus with logistical needs and space management to minimize impacts to construction and factory work.
- Communicate daily between the customer, general contractors, vendors, and trade partners to ensure all stakeholders align on project requirements, updates, and deadlines.
- Schedule field walks and meetings with stakeholders to discuss questions and concerns, and design plans to ensure project success.
- Attend meetings with the customer, general contractors, and trade partners to discuss project updates, logistical support, and campus impacts.
- Analyze construction blueprints, project packages, and dock schedules to create plan of action with trade partners.
- Use various software programs for data entry and use outlook and excel as tools for daily success.

Milgard Windows & Doors | Tualatin, OR

2021

Temp Coordinator and Production Lead Back Up Trainee

- Communicate with 4 different staffing agencies daily overseeing the hires of temporary workers in 3 different departments (Production, shipping, and receiving).
- Coordinate orientation and training days, schedule interviews for our recruiter, analyze potential candidates and look over resumes on a weekly basis.
- Communicate with HR reps and our recruiter to go over weekly order summaries for open positions.
- Communicate weekly with supervisors and leads to coordinate workers positions on various lines.
- As a production lead backup trainee, I oversee daily tasks of 2-5 individuals in our department and make sure we achieve hourly and daily output goals.
- Train new employees to increase the number of people with sufficient cross-training for various positions.
- Cross-trained in 7 of 7 positions in our department and help trouble shoot machines and co-workers at various positions to maintain 1-piece flow and reduce bottlenecks along the production line.
- Communicate with leads and supervisors to improve daily output and efficiency.
- Communicate with receiving to order material if inventory is low.

Ashland Organics LLC | Ashland, OR

2019 – 2020

General Manager of Operations

- Oversaw day-to-day operations and planned accordingly to maintain daily output to complete projects before deadline.
- Communicated with upper management daily to discuss plans and improve operations to become more efficient.
- Coordinated and planned projects to add infrastructure and repair and maintain building structures, fences, irrigation and pumps, and other infrastructure.
- Prepped water tanks with nutrients and monitored pH levels, conductivity, and temperature while making adjustments if needed.
- Used farm equipment and machinery to till fields, dig holes, move nutrients, soil, hay, etc.
- Coordinated harvest dates and delegated tasks with additional temp workers to help with production demand.
- Recorded dry and wet weights, plant ID tags, and date of harvest to input into our metric system.
- Helped design and market company and product brands for the owner's store and farm.

Southern ORegon Research Extension Center | Central Point, OR

2018 –2019

Viticulture lab technician- internship

- Installed and maintained irrigation lines, emitters, and valves at 4 vineyards.
- Worked on 4 different projects for: the effects of water stress on crop yield and fruit quality, the effects of water stress on plant physiology and function, the effects of using twice the amount of supplemental nutrients and water on crop yield and tracked the spread of Red Blotch Disease.
- Used various sensors to take field measurements for data collection (change and fluorescence) and soil moisture.
- Collected soil samples for analysis (pH, phenolic compounds, and other nutrients).
- Monitored vine growth and elongation.
- Collected and analyzed vine seeds/samples.
- Systematically recorded data.
-

University of Oregon |

University of Oregon |

University of Oregon |

University of Oregon |

University of Oregon |

University of Oregon |

University of Oregon |

Key Skills

People Management
Customer Orientation
Continuous Process Improvement
Technical Support
Conflict Resolution
Documentation and Reporting
Complex Problem Solving
Productivity Improvement
Time management and prioritizing tasks
Problem solving in fast-paced environments
Strong communication and personal skills
Leader by example with character and work ethic
Sufficient in Microsoft office, power point, excel, and outlook
Team-first Mindset

