**Jesse Martinez**

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## Professional Summary

Experienced Project Coordinator with 10+ years in engineering and technical environments, supporting cross-functional teams through scheduling, reporting, BOM management, vendor coordination, and calibration system operations. Strong background in handling high-volume reports, coordinating reviews, and maintaining compliance documentation. Proven ability to manage multiple competing priorities, resolve scheduling conflicts, and support cross-departmental initiatives.

## Key Skills

* Excel (Pivot Tables, VLOOKUP, Graphs)
* Project Scheduling & Coordination
* SharePoint Management
* BOM / PO / RFQ Tracking
* Work Order Systems (Buganizer, CMMS, EZOffice, Angus)
* Problem Report Documentation
* Compliance Reporting
* Meeting Setup & Support
* Engineering Environment Experience
* Quality Assurance MQE inspection, process reports

## Education

* Electronic Computer Science, Lawton College – San Jose, CA
* Diploma, Reedley High School – CA

## Relevant Experience

## Modified Performance, San Jose, CA Jan 2024 – Present

## Project Coordinator

* Scheduled and tracked calibration/repair projects; managed work orders and vendor coordination.
* Maintained inventory and compliance documentation via Excel spreadsheets.
* Generated reports on activities, created compliance matrices, and supported cross-department meetings.
* Led safety inspections and resolved internal system issues with team coordination.
* Inspect conditions of calibrated equipment the repair of difficult technical problems
* Managed quality assurance MQE colors inspection to repairs or upgrade, inspection, corrections per customers processed orders.

**Artech / Apple, Cupertino, CA June 2023 – November 2023**

**Project Coordinator**

* Scheduled calibration systems with vendors and labs; tracked and updated documents in Enfold and Trescal.
* Created agendas and reports, supported audits, managed logistics and invoice tracking via Excel.
* Exported calibration certifications and filed documentation for compliance and retrieval.
* Process request orders for hot/cold calls for lab or office adjustments or requests for facilities.
* Scheduled chemical cleaning treatment to equipped and collection recycling, maintaining reports.

**Mindlance / Meta | Sunnyvale, CA Apr 2022 – Apr 2023**

**Project Coordinator**

* Managed project milestones, reports, and cross-functional schedules.
* Developed training documents for users of the system to include both administrative and end user training.
* Tracked BOMs, RFQs/RFPs, POs, and invoices; created training documentation.
* Oversaw backlog tracking and implemented improved install/commissioning workflows.
* Communicated key results to the cross-functional stakeholders of the CMMS Implementation Program through regular reporting, departmental newsletters and all-staff presentations.

**Tezarak / Google | Mountain View, CA May 2021-August 2021**

**Project Coordinator**

* Coordinated facilities and lab equipment calibration and tracked allocation changes with Excel, Buganizer and Google Smart Sheets, EZOffice
* Filed calibration documents and certifications digitally; ensured PPE and safety compliance.
* Processed RFQ, RFP for approval and tracked invoices using EZOffice, excel spreadsheet and Google Smart Sheets to ensure accurate billing and timely payments for calibration services and equipment supplies, inventory of accessories

**Mindlance Inc / Google | Mountain View, CA November 2018-October 2020**

**Program Project Coordinator**

* Planned and coordinated of daily meeting in communication with several internal managers, lead technicians and tester for daily project
* Coordinated, work order system for daily work requests with logistics for heavy equipment delivery or repairs with preferred vendors to existing equipment, new equipment installation placement
* Managed and tracked Bills of Material (BOM) for equipment installations, repairs, and maintenance, coordinating with vendors for parts and inventory.
* Processed RFQ, RFP Purchase Orders (POs) for approval, invoice tracking for materials using services, ensuring timely delivery
* Planning, coordination of daily meeting in communication with several internal managers, lead technicians and testers for daily projects

**Cushman Wakefield (Google) | Sunnyvale, CA Nov 2017 – Dec 2018**

**Lead Technician III**

* Coordinated daily work order assignments and scheduling for facilities technicians; trained team and ensured timely task completion.
* Monitored and maintained facility storage rooms, tracked materials/tools inventory via Excel, and oversaw vendor and client move coordination.
* Led weekly safety and staff meetings; supported emergency response and after-hour repair logistics including electrical, lighting, plumbing, and seismic anchoring.
* Collaborated with Facilities Manager to manage large-scale reconfigurations and event support logistics.

**Tesla | Fremont, CA Apr 2016 – Jan 2017**

**Logistics Coordinator**

* Oversaw warehouse operations and coordinated shipping/receiving workflows, including batch quality control and compliance audits.
* Worked with technicians to supply electrical, pneumatic, and hydraulic parts for robotic arm assembly.
* Analyzed international shipping logistics; maintained vendor relationships for streamlined distribution.

**Beam Suitable Technologies, Palo Alto, CA Feb 2014 – Mar 2016**

* Managed shipping, warehouse improvements, and returns quality control systems.
* Implemented integrated inventory systems and supported trade show logistics.
* Coordinated with marketing and sales to track event-related equipment.
* Managed and confirmation assembly of product quality and color per customers orders.

## Intel Corp, Santa Clara, CA Nov 2012 – Feb 2014

**Facilities Project Coordinator**

* Planned and coordinated department relocations and installations, including seismic anchoring and lab equipment assembly.
* Liaised with vendors, managed ergonomic evaluations, and tracked projects using AutoCAD and work order system 360.
* Provided hands-on support during tight deadlines, responding quickly to emergent facility needs.