

John Garza

Quality Inspector, Customer Service Representative, Inside Sales, Machine Operator, Warehouse Supervisor

Fullerton, CA - Email me on Indeed: [indeed.com/r/John-Garza/ed466e4041f5f37b](https://www.indeed.com/r/John-Garza/ed466e4041f5f37b)

A position where my contributions will achieve company goals.

RELATED COURSEWORK:

Knowledge of Microsoft Windows; Office Word, Excel, Power Point, Access, Adobe, Outlook Express, Publisher, Master Cam, Genio, Aspan, Solid Works, Auto CAD, GD&T, Blue Print Reading, Quick Books, Internet, E-mail.

Authorized to work in the US for any employer

WORK EXPERIENCE

Quality Inspector

Laser Industries, Inc - Fullerton, CA - October 2015 to June 2017

- Inspected material, products, and associated documentation for conformance to drawings and specifications.
- Used various measuring devices, and determined acceptance or rejection. Including Surface Plates, Calipers, Micrometers, Dial Indicators Height Gauges, Thread & Spline Gauges.
- Verified quality documentation in accordance with approved procedures.
- Interacts with appropriate personnel to communicate inspection findings. Maintain precise and organized documentation records.
- Knowledge of geometric dimensioning and tolerancing (GD&T) as described in standard ANSI Y14.5 in the interpretation of drawings.

CNC Programmer / Purchasing

Valentine Woodworks, Inc - Fullerton, CA - July 2013 to September 2015

- Created Sign-Off Drawings using Auto Cad and Solid Works.
- Created detailed Cut Lists with excellent yield.
- Used Master Cam Software to program CNC Routers
- Used ASPAN Software to create programs for P2P machinery.
- Interpreted Blue Prints and other detailed drawings.
- Ordered material for projects and jobs.
- Used Quick Books to look up orders, place orders and see detailed reports regarding jobs and sales.

Production Warehouse Supervisor

Valentine Woodworks, Inc - Fullerton, CA - December 2011 to July 2013

- Created daily work schedules for employees.
- Hired and Trained Employees, Cross Trained in Various Positions.
- Oversaw Machine Operators, Assembly Department and Shipping & Receiving Department.
- Maintained a clean and safe work environment.
- Requested materials, maintained shop inventory and updated Daily Shipping & Receiving Logs.
- Resolved issues immediately to maintain profitability and production.
- Closely worked with Accounting, Customer Service and other departments regarding shipments and orders.

Warehouse Machine Operator

Valentine Woodworks, Inc - Fullerton, CA - July 2011 to December 2011

- Quickly learned to run every machine that the company had such as Beam Saw, CNC Router, Point 2 Point, Edgebander, CNC Router, 5-AXIS and others
- Followed engineering drawings and notations to produce accurate product.
- Used various types of measurement instruments and power tools.

Customer Service / Inside Sales

KL Nicolai & Associates, Inc - Orange, CA - November 2002 to February 2009

Manufacturer's Representative Agency with multiple product lines. Provided end users, wholesalers, dealers, and other professionals with Customer Service, Pricing, Quotes, Lead-times and Technical Support regarding company represented products.

- Assisted 20-30 customers daily with telephone inquiries.
- Entered Purchase Orders, Data Entry and other Office Duties.
- Used UPS, Fed-Ex, U.S. Mail & Freight Carriers to ship company product.
- Provided pricing, price breaks, discount structures, estimated lead times.
- Filed damage in transit claims, returned manufacturers goods authorization forms and assisted customers with billing and shortage claims.
- Created flyers, banners, brochures and other marketing materials to promote company product.

EDUCATION

Associates Degree in Computer Aided Drafting in Mechanical Drafting

ITT Technical Institute - Anaheim, CA

June 2000 to September 2002

SKILLS

40 wpm (Less than 1 year), Customer Service (7 years), Forklift (Less than 1 year), RECEPTIONIST (7 years), RETAIL SALES (7 years)

ADDITIONAL INFORMATION

SPECIAL SKILLS

Type 40 wpm, 10 key, Bilingual in Spanish (Read, Write & Speak), Forklift Operator, Power Tools, Machine Operator, exceptional organizational, communicational & customer service skills.