

MATEO NAVARRO

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PROFESSIONAL STATEMENT: Experience in medical devices, proficient in collaborating with engineers and other cross functional teams to test new product designs, analyze performance and product issues, and maintain accurate project records.

EDUCATION:

University of California, San Diego 2016 - 2020

- Bachelors of Science in Cognitive Science with a Specialization in Neuroscience

University of California, Berkeley Extension 2022 - current

- Full Stack Web Development

SUMMARY OF SKILLS:

- Software: MS Suite, BlueHill 3, CTPro 3D, VGStudio Max, Minitab
- Programming Knowledge: HTML, CSS, JS, Express, Node, SQL, Handlebars, REST API, React, MatLab
- Equipment Knowledge: Keyence Microscope, Instron, and Nikon CT Scanner

EXPERIENCE:

Intuitive Surgical, Inc Sunnyvale, CA

Engineering Technician 2020 - 2022

- Supported the development and successful execution of test methods in order to compare catheter designs and other tools related to catheter performance
- CT Scan, reconstruct, and analyze scans using VGStudio Max identifying and escalating any product issues
- Collaborated with engineers to complete the documentation of test protocols and results
- Followed 1.2 Catheter and 1.5 Vision Probe V&V test protocols by reprocessing and simulating clinically-based surgeries using MatLab
- Investigate and diagnose catheter instrument failures in order to support the root cause analysis of engineers
- Track, assess, and provide recommendations of lab equipment inventory to ensure an adequate supply of test materials and efficiency of life testing
- Cross section and polish instruments to reveal the structure of samples and provide design insights
- Author training manuals to support the learning of new technicians and various cross functional teams
- Collect, organize, and analyze test data to generate and present concise summaries for engineers

UC San Diego Catering San Diego, CA

Production Student Manager - Production Lead - Student Caterer 2016 - 2020

- Supervised, evaluated, and supported a team of over 20 staff; managed the professional development and certification of staff to ensure that all regulatory and customer service standards were met and maintained
- Monitored quality of food through basic slicing, cutting, frying, grilling, and culinary plating and presentation techniques in a high pace kitchen environment to produce formal banquet style catering to students, staff, faculty and off-campus clients
- Resolved issues and improved communication as a liaison between students and administration by hosting weekly meetings and team building events
- Coordinated work schedules for student staff to ensure enough weekly coverage for food prepping and catered events
- Edited daily banquet event orders and food labels on Caterease software
- Organization and general cleaning of kitchen, product inventory, and equipment to ensure clean workspace

O'Connor Hospital San Jose, CA

Information Desk Clerk 2015 - 2016

- Maintained information desk by welcoming and directing guests appropriately to create a positive hospital environment and optimize guest experience
- Responsible for entering staff data into computer system for easy reference to patients
- Prepared, sorted, scanned, and filed documents to maintain accuracy and organization of hospital medical records