

# MATEO NAVARRO

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**PROFESSIONAL STATEMENT:** Experience in medical devices as an entry level Engineering Technician, proficient in collaborating with engineers and other cross functional teams to test new product designs, analyze performance 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 Excel, MS Powerpoint, BlueHill 3, CTPro 3D, and VGStudio Max
- Programming Knowledge: HTML, CSS, JS, Express, Node, SQL, Handlebars, REST API, MatLab
- Equipment Knowledge: Keyence, Instron, MetLab Grinding Machine, and USON

## EXPERIENCE:

Intuitive Surgical, Inc Sunnyvale, CA

Engineering Technician 2020 - 2022

- Life test robotic catheters, vision probes, and other prototypes by reprocessing per IFU
- Evaluate catheter performance by simulating minimally invasive peripheral lung biopsy procedures using MatLab
- Assemble, document, test, and collect data of new product designs in support of ION engineering teams
- Investigate, locate, and repair catheter liner failures
- Track, assess, and recommend inventory orders for engineering catheters, lab equipment, and life testing tools
- CT Scan, collect measurements, and identify product issues using VGStudio Max
- Cross section, polish, and etch catheter and vision probe samples to areas of interest
- Author training manuals in support of various cross-functional teams

UC San Diego Catering San Diego, CA

Production Student Manager 2018 - 2020

- Resolved issues and improved communication as a liaison between students & administration
- 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
- Coordinated weekly work schedules for student staff
- Edited daily banquet event orders and food labels on Caterease database

Student Caterer - Production Lead 2016 - 2018

- Produced formal banquet style catering to students, staff, faculty and off-campus clients
- Delegated kitchen tasks among students to ensure timely workflow
- Basic slicing, cutting, baking, frying, grilling, and culinary plating and presentation techniques in high pace kitchen environment
- Monitored quality and quantity of food items
- General cleaning of all kitchen equipment, storerooms, and refrigerators

O'Connor Hospital San Jose, CA

Information Desk Clerk 2015 - 2016

- Maintained information desk by welcoming and directing guests appropriately
- Answered phones in a professional manner providing resolutions, taking messages, and transferring calls when needed
- Responsible for entering staff data into computer system for easy reference
- Prepared, sorted, and scanned medical documents