**Jennifer Moniz**

**Haverhill, MA 01832**

**Phone: 978-857-5l36**

[**jenniferlmoniz@gmail.com**](mailto:jenniferlmoniz@gmail.com)

QUALIFICATIONS:

Trained in use of CMM, optical comparator, and visual measurement system.

Computer Literate: Microsoft Office Applications- MS Word, MS PowerPoint, Intermediate technical troubleshooting skills.

Able to work independently as well as a team player, reliable, and hard working.

EDUCATION:

Lincoln Technical Institute, Lowell, MA 08/2009-11/2010

*Medical Assistant,* (3.94 *GPA)*

Completed Lincoln Tech's Allied Health Division certificate program. Trained in phlebotomy and lab procedures. This   
intensive Medical Assistant curriculum included 900 hours of classroom and hands-on instruction of clinical procedures,   
anatomy and physiology, administrative processes and legal aspects of a medical environment in accordance with Allied   
Health regulations. Completed a practical internship consisting of 180 hours of work in a doctor's office.

Lowell Adult Education Center, Lowell, MA   
*Obtained GED*

*02/2010*

**EMPLOYMENT HISTORY:**

**Technical Needs North**

**Quality Specialist 06/2017-Present**

Duties include final inspection of product, in-process inspection of circuit boards , pre shipping approval of completed product, maintaining records of completed shipped product in a specialized computer system, communicating via email and phone with coworkers in order to share information necessary for daily tasks, sorting and filing paperwork on an as needed basis, and maintaining a positive professional appearance and attitude.

**Burbak Companies  
Quality inspector**

**08/2016-05/2017**

Duties include inspection of parts on the production floor to ensure they meet with customer standards, processing of final production prior to shipping, data entry including dimensional measurements into Excel spreadsheet, measurement of parts at the beginning of shift and as required to meet with the companies standards of excellence, measurement of parts with optical comparator, vision measurement system, and coordinate measurement machine in order to ensure parts being produced meet with customer standards, other duties as required to properly maintain the standards of excellence in accordance with

current ISO.