

Omar Mata

Farmersville, Texas

T: (620)-352-0505

E: omarmata27@gmail.com

Skills

- Fluent in English and Spanish
- Experienced in Microsoft Word, Excel, Outlook, Windows OS, Linux, iOS
- Proficient with HTML, CSS, Javascript, React
- Ability to multitask
- Supervisor experience
- Troubleshoot hardware and software issue

Soft Skills

- Fast Learner
- Works well with others
- Ability to work under pressure
- Self-motivated
- Detail Oriented
- Active Listener
- Time Management
- Strong Communicator
- Analyze With Extreme Care

Work History

Training Coordinator; 06/2022 to Present

Encore Wire Corp - McKinney, Texas

- On-board new employees to various job roles on the production floor
- Assess and document employee skill level
- Collaborate with multiple Plant managers to meet training needs

Quality Control; 08/2020 to 06/2022

Encore Wire Corp - McKinney, Texas

- Welcomed and worked along with new Quality Technicians for their first night shift.
- Directed many lost newer night shift employees of certain policies and procedures for specific plants
- Reconnected with new employees ensuring they were comfortable with what they were running, and how I could best help them understand what they were doing.

Remote Technician; 01/2020 to 08/2020

Ubreakifix - Plano, Texas

- Efficiently answered phone calls, worked front lobby, and fixed devices
- Drove company van to customer locations to fix devices

Main Operator, 12/2018 to 11/2019**Scoular - Pratt, Kansas**

- Coordinated a fast and efficient way to dump trucks using the DeltaV program
- Worked with heavy machinery while having safety as my number one priority
- Improved weekly and daily maintenance jobs around the facility
- Operated computer programs to help load locomotive carts with grain

Business Co-owner, 05/2013 to 11/2019**Mata Services - St John, Kansas**

- Scheduled meetings and produced job cost estimates and time frame for job completion
- Coordinated a team of 8 to 12 employees for seasonal fieldwork
- Drove year-over-year business growth while leading operations, strategic vision and long-range planning
- Documented and resolved customer complaints which led to loyal customers

Education**High School Diploma: 05/2011****St John High School: St John, Kansas**

Six months of Leadership course in 2021

Excel Beginners course completed 2023

Frontend Simplified course completed 2024

References

Diana Vasquez

Phone: 469-667-1645

Relationship: Co-worker while working at Encore Wire

Ryan Napier

Phone: 479-427-6484

Relationship: Merchandiser I worked with while at Scoular in Pratt, KS

Dustin Focht

Phone: 405-880-3548

Relationship: Client I held while working at Mata Services

Ana Stallings

Phone: 903-357-1886

Relationship: Co-worker while working at Encore Wire

Jonas Arelleno

Phone: 214-284-5474

Relationship: Lead Remote tech/coworker at ubreakifix