Grenda L. Medina 973-600-4854

22 12th Ave. 1st fl, Paterson, NJ 07501 hbhgmedina@gmail.com

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| Professional Profile | |
| Manage and Supervised 20 employees daily work production. | |
| * Supervisor Skills * Customer Service * Leader * Team Player | * Human Resource * Microsoft Office * Detail oriented * Organized |
| Professional Experience | |
| Tristar Products, Inc. Fairfield, NJ  November, 2005- January, 2016  Team Supervisor  Achievements:   * Improved work flow productivity * Increased product quality   Responsibilities:   * Created daily production report * Supervised 20 employees daily workflow * Interviewing and hiring * Trained new employee * Manage daily work to meet production * Managed quality control * Daily outgoing mail * Packing and shipping | |
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| Education | |
| Bank Institute College Fajardo, PR  Secretary  2001 | |
| References | |
| References are available upon request. | |