

Tracy Sanchez
65 W. Humboldt Street
San Jose, CA 95110
Home (408) 275-8755 / Cell (408) 849-3725
tracy_sanchez34@yahoo.com

Objective: To obtain a position that allows me to utilize my experience and skills to become an asset to the company.

Highlights of Qualifications:

- Highly motivated; committed to achieving exceptional results
- Willing to work overtime, holidays and weekends
- Eager to learn; work with minimum supervision
- Responsible, hardworking, dependable, cooperative
- Work well in a fast pace environment
- Skilled in organizing complex projects

Work Experience:

Line worker (2 years, Franklin Distillery, San Jose, and Ca)

Ran case packer, inspected bottles before shipping,
Prepared identifying labels for bottles to be shipped out to different companies,
And successfully completed daily work orders.

Assembly (1 year 3 months, AirTronics, San Jose, Ca)

Damask parts and prepped for assembly,
Assembled parts noted by quality control personnel.
Inspected assembled parts and prepared shipping labels before shipping parts to company.
Read machine assembly specifications such as charts, blueprints, schematic-diagrams and engineering specifications
Packed parts for shipping.

Office Manager (3 years, America Home Remodeling, Saratoga, Ca)

Coordinate the activities of clerical personnel,
Evaluated office production, analyzed office operations,
Handled typing, bookkeeping, prepared daily work assignments,
Filing invoice and order materials for crewmembers.

Retail Merchandiser (4+ years, Leather Masters, San Jose, and Ca)

Set up advertising displays, arranged merchandise to promote sales, 1 on 1 customer relations,
Shipping and receiving,
Stocked shelves
Priced merchandise, cashier and phones.

Education:

San Jose City College, San Jose, Ca
Student at Present Time

Yuba City Community College, Yuba City, Ca

Gunderson High School, San Jose, Ca
High School Diploma

Certificates Received:

Northern California Service League, San Jose, CA
Life Skills Certificate 2009

Yuba City College
M.A.I.E.P. Milpitas U.

References Available Upon Request