**[Customer Service Entry Level](https://www.postjobfree.com/resume/ad1du7/customer-service-entry-level-connecticut)**

**Location:**Connecticut

**Posted:**November 22, 2023

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**Resume:**

New Milford, CT 06776

860-689-5254

mirandamariles5@gmail.com

SUMMARY

Dedicated administrative

professional with experience in

popular systems and software.

Friendly employee with strong

customer service and issue

resolution skills.

Organized and motivated employee

eager to apply time management

and organizational skills in various

environments. Seeking entry-level

opportunities to expand skills while

facilitating company growth.

SKILLS

• Data Processing

• Client Relations

• Office Administration

• Billing and Invoicing

Mariles Miranda

EXPERIENCE

May 2017 - February 2023

Molding Machine Operator BD Becton Dickinson BD - Medical Canaan, CT

Measured and inspected products for surface and dimension defects to verify conformance to specifications.

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Utilized knives and grinders to trim excess materials from parts. • Discarded and rejected products, materials and equipment not conforming with specifications.

• Performed frequent visual inspections to root out tolerance and compliance issues.

• Worked with specific production team members to rectify production issues and maintain high-quality final products.

Responsible for the technical aspecto of the molding operation within their focus area

Supports molding engineering activities, including skills development, cavity recovery, process monitoring, and fills in for Crew Leader or Molding Operators as necessary

Works directly with Crew Lead, taking direction on priorities and production requirements

Willingness to fill in as operator as needed toa cover production schedule

Maintains awareness of inventory and works with cell lead based on Molding Leader's priorities to ensure inventory levels are maintained for uninterrupted material flow

Works with Crew Lead and Sr

Molding Process Technician to ensure proper inventory available to support PM activities

Starts and stops molds to maintain target inventory levels Supports production as needed to maintain molded component supply and inventory

Monitors production cycle times to ensure they are meeting production requirements

Actively works to maintain cavity utilization, outside of tool room resource focused repairs

Troubleshoots mold process as identified to maintain production requirements

Samples molds as need, including proper paperwork and visual inspections for First Piece Inspection

Maintains material feed systems, including troubleshooting issues and transferring material from rail cars to resin silos Observes all safety and environmental policies and quality system/regulatory requirements

Develops Level 1 Processing, Level 1 PM, and Level 1 Technical on crew

Develops monitoring and maintaining updated cavity charts and process parameter verification skills

Helps associates understand resin supply system monitoring and troubleshooting basics

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August 2010 - November 2017

Secretary's Assistant GMC Business Danbury, CT

August 1999 - May 2002

Machine Operator Risdon Associates Danbury, CT

March 1987 - December 1999

Executive Secretary to the Vice President Bank Brazil Brazil, IN Develops back-up for hook up and documentation of rail car. Prepared machine for production processes by equipping with required tools and parts.

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Documented daily production data and submitted accurate time logs to keep management up-to-date.

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• Monitored and observed production line to watch for pile-ups and jams. Exceeded facility standards regularly by working with detail-oriented approach.

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Reviewed daily schedules to plan out cleaning routines and gather needed supplies.

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Monitored supply levels of cleaning supplies and placed orders when necessary.

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Managed executives' calendars to keep track of events, meetings and activities.

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Controlled and managed document processes by reviewing files, records and critical information to confirm accuracy and comply with company policies and procedures.

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Ordered office supplies to keep stationary and inventory properly stocked.

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• Prepared accounts payable paperwork necessary to process invoices. Maintained office by preparing payroll, designing filing systems and reviewing and approving supply requisitions.

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Organized and prepared meeting rooms and equipment for onsite and offsite events.

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• Organized, scheduled and confirmed board and team meetings. Facilitated internal communication by distributing information and scheduling presentations.

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EDUCATION AND TRAINING

November 1988

Mathematics

Faculdade, Brazil, IN

December 1984

High School Diploma

Colégio Santa Clara, Brazil, IN