

## **Sophia Bravo**

3100 W. Sheridan Ave  
Milwaukee, Wisconsin 53209  
(414) 698-1403  
lilsoph1@yahoo.com

### **PROFESSIONAL SUMMARY**

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Clerical Experienced  
Production Worker  
Assembly Worker

### **SKILLS**

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Clerical Scheduling, Computer, Filing paperwork, Data entry, Faxing, Translate for Spanish speaking customers, Answering phones Scheduling appointments.  
Mechanical Experience (10+ years) Verify correct set-up of molds presses and Auxiliary equipment prior to machining start up. Complete machine evaluations, mold and material evaluations to ensure all processes are operating properly. Verify paperwork for jobs and completion of inspections at begging of jobs; and perform in process part inspections and monitoring. Prepare support equipment, i.e circulators, grinders, assembly molds and injecting parts. Perform mold and or material changes and or set up. Responsible and Accountable for achieving adequate production levels and maintaining the expected product quality.  
Assembly Electrical Assembly and Soldering on PCB Boards. Testing/Inspecting radio-frequency products. Production Coordinator  
Driving Experience drove patrons (or ride share riders) from point A to point B.

### **WORK EXPERIENCE**

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**Signicast Corp**  
Brown Deer, Wisconsin  
Master Technician

**Uber Partner Driver**  
Milwaukee, Wisconsin  
Driver/Delivery Driver

**Affordable Environmental**  
Oak Creek, Wisconsin  
Clerical Assistant

## **CERTIFICATIONS, LICENSES, AWARDS**

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Forklift Certificate

Bi-lingual

Ability to Understand and Catch on quickly; I'm experienced in customer service

## **EDUCATION**

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8/1987 **Castle Park Senior High School**

to Child Education

5/1991 Socializing

Diploma