

Employment

February 2015 to Present - Mechanician, College of Environmental Design, UC Berkeley; Berkeley, CA

Accommodate up to 250 students per semester with the preparation of files of printing 3D models and operating the machines for the print farm. Podio development of an expandable online 3D print queue tracking system for a rotating staff of five managing seven 3D print machines. Assist students with processing files, setting up and running jobs on Techno-Isel CNC router. Instruct students on the safe and appropriate use of other digital fabrication lab equipment, including laser cutters, metal mill & ZUND Swiss cutting system through general and machine specific orientations.

September 2009 to Present - Owner/Artist, L M deLeon: Oakland, CA

Studio jeweler and small scale silversmith. Additional involvement in multidisciplinary art projects.

Artist Resume Attached

March 2013 to Dec 2016 - Customer Experience & Documentation, Quality Assurance Manager, Assembly Technician, Type A Machines: San Leandro, CA

-Customer Experience and Documentation:

Using Zendesk to track knowledge based searches to determine customer information needs. Wrote documentation, articles and macros to customers self assist. Helped answer customer support tickets during introduction of new product or software.

-Quality Assurance Manager:

Developed quality control procedures and accompanying documentation, implemented them through training for current 3D printer models and any upgrades. Quickly identified potential issues in the short term in order to correct and improve process or parts. Required to collect and compile into a report data used to assess the quality of parts, assembly procedures & final products, and to meet with a production team of five to determine any changes required. Designed a QC and Machine tracking system for several hundred machines using Podio software.

-Assembly Technician:

Assisted with all areas of manufacture current series of 3D printers.

November 2011 to March 2013 - Glass Artisan & Designer, The Hyland Studio: Santa Clara, CA

Designed and executed the construction, completion and installation of lead/stained glass commissions. Met with clients to discuss and determine the design within the budget allotted. This included establishing the space in which the final piece would be housed, matching the overall look and feel of what the client desired and aiding in determining types of glass to use for the project. A high level of artistic skill and technical knowledge required in order to ensure the both the aesthetic appeal and the structural longevity of the completed pieces.

June 2005 to July 2012 - Glass Artisan, Hamm Glass Studios: Whittier, CA

Responsible for autonomously building stained/leaded glass work within an artist studio environment. Working quickly and efficiently while maintaining the aesthetic of the artist in every detail. Built historical reproduction and original works, made jigs, cutting glass sheet, using glass grinder or bandsaw to refine fit, foiling and soldering. Required attention to details, ensuring specifications of the design and final dimensions including any specialty framing and structural support systems.

October 2010 to May 2011 - Escrow Officer, Ambassador Escrow: Whittier, CA

Closed up to 20 residential real estate escrow files, equating up to tens of million of dollars per month. Managed an assistant gathering necessary legal documents. Personally assisted and coordinated all parties involved including but not limited to, Real Estate agents, buyer & seller, lenders (current and new), lien holders, title companies, attorneys, maintenance and construction crew, inspectors and any person or entity with legal interest in the property. Ensured that all monetary agreements per the sales contract were upheld, balancing the transaction and issuing checks to relevant parties.

Additional Experience

- Escrow Officer, Apple Escrow: Whittier, CA
- Escrow Assistant, Old Republic Title: Scotts Valley, CA
- Temporary Employee, Adecco: Santa Cruz, CA
- Assistant Purchaser, Way of Life: Capitola, CA

Volunteer Experience

- 2014 – Oakland School for the Arts, Volunteer: Oakland, CA
- 2010-2011– Whittier Time Bank, Volunteer: Whittier, CA

Education

- 2010 — Rio Hondo: Whittier, CA General Education, continued
- 1997-2002—Cabrillo College: Aptos, CA General Education, Emphasis: Art

Skills

Data: Proficient in Google Sheets, highly skilled at data entry, data tracking development, inventory tracking. Extremely experienced using Podio, a workflow management system. Customer service information tracking using Zendesk.

Design: Experienced Rhino user for digital fabrication purposes. Graphic design and technical drawing using Google Draw. Ability to hand draw. Familiarity with Photoshop for basic editing/corrections and Illustrator for vector files.

Escrow and Finance: Ensuring all parties uphold contract agreement for transfer of funds for real estate property, property tax calculations, file balancing, issuance of said funds upon close, sorting and filing legal documentation.

Fabrication: Strong skills in fabrication with expert knowledge of leaded glass, small scale metalsmithing and jewelry, 3D printing using Fused Filament Fabrication, cut paper, crochet, sewing, laser cutting.

General: Communicative and friendly, I thrive in an environment with diverse set of personalities, ability to learn a diverse set of skills quickly and efficiently per position requirements.

Other: Comfortable using Microsoft suite, Word and Excel. Familiarity with software programs Jira, Bitbucket, Git, Arduino, Python, Cura, Simplify 3D.

Quality Control & Assurance: Ability to spot anomalies during manufacturing process and within parts and components, development of accountability and process tracking, documenting processes either in checklist format and creation of assembly manuals, collecting customer feedback to use in creating best practices within manufacturing process, creating informational articles.

Training: Ability to efficiently train and onboard new employees or students in any area in which I have general knowledge. Routinely provide General Lab Orientations for students.

Social Media: Experience using the social media platforms facebook, twitter, instagram, etsy & pinterest for promotional purposes.