

Dumarina Ann Shabbas  
300 East H Street #93  
Benicia, CA 94510  
707-745-8372

## WORK EXPERIENCE

### Production Assistant

April 19, 2000 – November 26, 2003 Turnkey Technologies, Inc., Benicia, CA  
December 13, 2004 – March 23, 2005 Returned to Turnkey Technologies, Inc.

Oversee and monitor daily and weekly production to achieve production goals. Schedule work orders, including micro-deburring, final audit, pre and finish, shipping and receiving based on shipping schedule, and daily meetings with management. Coordinate with technical work center set-up assignments. Assign operators based on their skill and training to work centers ready for production. Track daily production performance at all work centers. Adjust priorities based on actual part count. Review schedules and production performance standards with management. Assign and monitor custodial responsibilities: personnel, safety, equipment, hardware, consumables, housekeeping, and equipment maintenance.

Promoted to Team Leader of Quality Assurance after three months employment. Responsibilities include training and supervising staff, and inspecting all parts for shipment to customers.

Promoted to Team Leader of Shipping and Receiving after three months employment. Responsibilities include packing all orders, tracking shipments, and maintaining records.

### Shipping and Receiving Clerk/Quality Control

June 15, 1981 – December 10, 1998 The Working Glass, Berkeley, CA

Shipping and Receiving responsibilities included maintaining shipping and production supplies; handling all shipping and receiving, including follow-up with shippers to locate product, for privately-owned giftware company with over one million dollars of business annually.

Quality Control responsibilities included handling telephone orders, determining customer needs, utilizing existing stock, delegating work order responsibilities to production staff.

### Shoe Cobbler

1976-1981 Sally G's Shoe Repair, Berkeley, CA

Responsibilities included repairing shoes, ordering supplies and customer service.

## EDUCATION

Berkeley High School - Diploma 1976

References Available Upon Request