

Jaxon Beltran

(407) 555-0123 jaxon.beltran@example.com
linkedin.com/in/jaxonbeltran Orlando, FL 32801

SUMMARY

Detail-oriented assembler with strong experience in assembling electrical and mechanical components. Skilled in interpreting blueprints, wiring diagrams, and schematics, as well as utilizing various hand and power tools for efficient assembly processes. Proven record of maintaining quality and safety standards while collaborating effectively with teams. Demonstrated ability to streamline workflows that enhance production efficiency. Eager to apply hands-on expertise in a dynamic manufacturing environment and contribute positively to team success and organizational growth.

EXPERIENCE

Wire Assembler January 2025 - Present
Tech Assembly Solutions Lake Mary, FL

Manage end-to-end wire assembly processes for industrial applications while ensuring adherence to strict quality control protocols. Lead initiatives designed to improve efficiency and address assembly challenges collaboratively within the engineering team.

- Assembled complex electrical components while adhering to industry quality standards.
- Interpreted detailed wiring diagrams, ensuring precise alignment with project objectives.
- Utilized a variety of hand and power tools, enhancing both productivity and workflow.
- Maintained optimal workspace organization, promoting health and safety compliance.
- Collaborated effectively with multidisciplinary engineering teams to resolve technical challenges.
- Participated in ongoing skills training focused on CNC and welding techniques.

Assembler May 2024 - December 2024
ElectroTech Manufacturing Kissimmee, FL

Contributed to assembly efforts by working closely with senior technicians, enhancing overall production capacity and operational workflows in meeting business demands.

- Assisted in assembly of electrical systems, leading to significant improvements in production capabilities.
- Utilized specialized tools like crimpers and wire strippers to ensure precision during assembly tasks.
- Conducted comprehensive quality checks pre and post-assembly, upholding strict compliance with industry guidelines.
- Gained hands-on knowledge of advanced wiring techniques through close mentorship from experienced assemblers.
- Documented assembly methodologies, contributing to efficiency-driven training material enhancements.
- Engaged in proactive feedback sessions aimed at improving team assembly processes.

LEADERSHIP & AWARDS

- Safety Excellence Award for maintaining a hazard-free workspace in 2025.
- Team Recognition Award for outstanding collaboration resulting in exceeding production targets in 2024.

EDUCATION

High School Diploma 2024
Orlando High School GPA: 4.0 Orlando, FL

Coursework: General Studies, Mathematics, Science, Technology

CERTIFICATIONS

- OSHA 10-Hour General Industry Certification 2025
- Electrical Safety Certification 2025

TECHNICAL SKILLS

- Hand Tool Techniques:** Drills, Crimpers, Wire Strippers
- Wiring Standards:** ANSI, NEC, OSHA
- Project Management Tools:** Microsoft Excel, Google Sheets, Trello
- Safety Compliance Protocols:** Lockout/Tagout Procedures, PPE Training, LOTO Systems
- Electrical Components Knowledge:** Capacitors, Diodes, Resistors
- Assembly Planning Methods:** Lean Manufacturing, Six Sigma, Kaizen Principles
- Verification Testing:** Performance Testing, Quality Control Inspections, Compliance Audits
- Efficiency Enhancement Approaches:** Process Re-engineering, Workflow Optimization, Value Stream Mapping

- **Documentation Practices:** Technical Reporting, Maintenance Scheduling, Order Processing
- **Change Management:** Continuous Improvement Plans, Employee Feedback Implementation

SKILLS

- | | | | |
|----------------------------|--------------------------|---------------------------|---------------------|
| • Electrical wiring | • Team collaboration | • Safety practices | • Tool maintenance |
| • Blueprint interpretation | • Quality assurance | • Technical documentation | • Machine operation |
| • Hand and power tools | • Assembly procedures | • Heatshrink application | • Parts sourcing |
| • Problem-solving | • Component installation | • Soldering | |

PROFESSIONAL AFFILIATIONS

- Active participant in local Manufacturing Meetup groups focusing on skills development.
- Member of the National Association of Professional Assemblers advocating for workplace safety.

LANGUAGES

- English (Native)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST