

Rachel Marcos

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OBJECTIVE

To secure a Drafting position opportunity to leverage academic training in CAD software and technical drawing principles, contributing to project documentation while gaining hands-on industry experience.

EXPERIENCE

Penumbra, Inc, Roseville, CA Feb 2022 - Present

Product Builder II - Quality Inspector

- Transferred from Product Builder to Quality Inspector based on strong performance and attention to detail: supported production area as a LCD (Line Clearance Designee), and trainer.
- Performed in-process assembly and final inspections of medical devices to ensure compliance with GMP (Good Manufacturing Practices) and internal QMS (Quality Management System) standards.
- Maintained a safe and healthy work environment by following safety guidelines and procedures.

The Freshy Fresh, Lincoln, CA Oct 2020 - Dec 2021

Laundry Attendant

- Performed laundry duties including: sorting, washing, drying, folding, and packaging.
- Collaborated with team members to process orders accurately and efficiently.
- Handled guest queries and complaints regarding laundry services, delivering high-quality customer service.
- Carried out regular inventories of laundry supplies, ensuring timely replenishment.

Weis Markets, Bethlehem, PA Mar 2020 - Jul 2020

Cashier

- Operated cash registers to scan items and collect payments accurately and efficiently.
- Assisted customers to provide excellent customer service.
- Assisted with general store maintenance and operations on an as-needed basis when not serving customers, including cleaning, stocking, and assisting with inventory.

EDUCATION

Sierra College, Rocklin, CA Completion Spring 2026

Associate of Arts Degree in Drafting Architectural/ Civil

- Knowledge in Autocad, Autocad 3D, Autocad Civil3D, and Revit

SKILLS

- Proficient in Microsoft Office Suite (Word, PowerPoint, Outlook)/Google (Drive, Docs, Sheets)
- Strong communication skills, both written and verbal
- Time management and organizational skills
- Attention to detail and accuracy
- Team player with the ability to work independently