

# Marta Barreto

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Digital Portfolio: <https://fcporto413.wixsite.com/website>

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## **SKILLS & QUALIFICATIONS**

- Process Improvement & Optimization
- Technical & Mechanical Troubleshooting
- Machine Operation
- Data Analysis & Interpretation
- Advanced Microsoft Word and Excel
- Office Administration
- Excellent Customer Service Skills
- Problem Solving
- Bilingual English/Spanish/Portuguese

## **WORK EXPERIENCE**

### **Process Engineer**

*Phillips Medisize, Costa Mesa, CA*

June 2023 - Present

- Provide technical support to engineers to improve production operations
- Prepare equipment and machines for Injection Molding Processes; Perform Design of Experiments and Process Developments
- Analyze and interpret data; understand blueprints and schematics
- Monitor and adjust machine parameters; Ensure effectiveness and efficiency of production processes
- Utilize SAP and MII to keep track of equipment, production orders, routings and materials

### **Propulsion Technician**

*Virgin Orbit, Long Beach, CA*

May 2022 - April 2023

- Trained and led team members utilizing a lead by example approach
- Fabricated, modified, and/or repaired rocket engine components and equipment as required
- Supported implementation of ERP system on the shop floor, and recommend changes as required
- Recommended and implemented continuous improvement activities in production, equipment performance and team effectiveness; provided input to development and manufacturing engineers to improve parts manufacturing

### **Administrative Assistant**

*Inland Empire Women's Business Center, San Bernardino, CA*

April 2021 - May 2022

- Supported Small Business Association (SBA) partnership to provide services to aspiring entrepreneurs
- Scheduled appointments for clients who are interested in becoming entrepreneurs to meet with business counselors
- Hosted webinars/workshops taught by business counselors and owners on business loans, plans, computer equipment and software training; provided link and materials to participants, welcomed and introduced presenter, monitored chat
- Provided administrative support e.g., answered phones, created and filed documents and maintained client records

### **Maintenance Supervisor**

*VSP, Chowchilla, CA*

June 2017 - August 2019

- Maintained the overall cleanliness and safety of the facility; supervised six maintenance team members
- Oversaw the groundskeeping functions; received and organized materials and supplies

### **Student Assistant**

*Norco College, Norco, CA*

December 2011 - June 2014

- Served as teaching assistant to three tenured professors in science, technology, engineering, and math (STEM) departments
- Facilitated STEM labs assisting students with projects manufacturing, robotics, and hydraulic systems
- Provided tutoring and peer support to students through workshops and individual sessions
- Implemented college access outreach programs with local K-12 school districts to promote STEM education and careers

## **EDUCATION & TRAINING**

*California State University, San Bernardino*

San Bernardino, CA

**Master of Arts in Business Administration**

May 2023

*California State University, San Bernardino*

San Bernardino, CA

**Bachelor of Science in Career and Technical Education**

May 2021

**United States Navy, Honorable Discharge**

*C-Service Deployment Ribbon, Armed Forces Expeditionary Medal, NATO Medal, Navy Unit Commendation Medal*