

CATALINA BRIZENO

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Portfolio: catalinabrizenocom

Professional Summary

Facilities Coordinator with progressive experience supporting facility operations, maintenance coordination, CMMS administration, procurement, vendor management, and cross-functional projects within advanced manufacturing environments. IFMA Facilities Management Professional (FMP) with Lean Six Sigma Green Belt training and a strong focus on operational excellence, continuous improvement, and project coordination. Currently pursuing a Bachelor of Science in Business Management at Western Governors University.

Certifications & Licenses

- IFMA Facilities Management Professional (FMP)
- Lean Six Sigma Green Belt Professional
- OSHA 10-Hour Outreach Training – General Industry
- New Mexico Petroleum Storage Tank Operator (Class A/B)
- Notary Public – State of New Mexico

Professional Experience

Kairos Power – Albuquerque, NM

Facilities Coordinator | Aug 2025 – Present

Facilities Assistant II | Aug 2024 – Aug 2025

Facilities Assistant | Jul 2023 – Aug 2024

- Coordinate vendors, contractors, and service providers supporting daily facility operations.
- Administer CMMS work orders, reporting, documentation, and preventive maintenance workflows.
- Coordinate purchasing, inventory, dock operations, contractor onboarding, and facility access resources.
- Partner with Procurement, Operations, Safety, Security, and Maintenance on site initiatives.
- Maintain facility documentation, inspection records, asset inventories, and compliance records.
- Developed electrical and HVAC asset inventories and reorder point tracking.
- Coordinated a facility awning installation project from vendor quotes through completion.
- Supported process improvements between CMMS and procurement workflows.

Solaero / Rocket Lab – Albuquerque, NM

RTD Operator I | Jan 2022 – Jul 2023

- Supported manufacturing operations in a fast-paced aerospace production environment.
- Maintained compliance with quality, safety, and production requirements.
- Assisted with inventory management, material movement, and process documentation.
- Collaborated with cross-functional teams to support production goals and operational objectives.

Jabil – Albuquerque, NM

Workcell Assistant AM | Mar 2021 – Jan 2022

Additive Operator II | Jun 2020 – Mar 2021

Manufacturing Technician | Feb 2019 – Jun 2020

- Supported daily manufacturing operations, production scheduling, and workflow coordination.
- Monitored production metrics and assisted with process improvement initiatives.
- Coordinated materials and resources to support operational requirements.
- Maintained compliance with company quality and safety standards.

Ethicon Endo-Surgery – Albuquerque, NM

Manufacturing Technician | Apr 2018 – Feb 2019

Temporary Manufacturing Technician | Oct 2017 – Apr 2018

Lead Trainer | May 2017 – Oct 2017

Trainer | Aug 2016 – Oct 2017

Assembly Operator | Jun 2016 – Oct 2017

- Supported medical device manufacturing operations in a regulated production environment.
- Trained and mentored employees on production processes, quality standards, and safety requirements.
- Assisted with workforce development and employee onboarding initiatives.
- Contributed to continuous improvement and operational excellence efforts.

Education

Western Governors University

Bachelor of Science, Business Management (In Progress)

Artesia High School

High School Diploma