

Shilo Bailey

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Objective

Personable Mechanical Engineering student with a strong administrative background seeks to gain professional engineering design skills through internships and employment opportunities with an engineering company.

Skillset

- Experience with CAD software (SolidWorks)
- Cleanroom Experience
- Extensive administrative skills
- Experience with confidential document sharing system (Lotus Notes and People-Soft)
- Administrative and Bookkeeping skills
- Testing Data collection
- Co-CAD Engineer for Capstone Team designing a 3D printed medical device
- Financial Manager for Capstone Team

Work Experience

Performance Staffing

Interim Office Manager/Staffing Specialist

08/2018 - current

- Initially hired as a receptionist/assistant recruiter and quickly adapted to different roles in the office (payroll, bookkeeping, office management, recruitment.)
- Review new applications and conduct interviews with qualified candidates
- Recruit for several manufacturing companies, local businesses, and government agencies
- Process onboarding and entering confidential information into a cloud-based applicant tracking system.
- Conduct OSHA safety training and clerical testing for all new employees
- Attend job fairs and university recruitment events
- Resolve invoicing and billing issues, process credit card payments, and reissue invoices.
- Comply with local employment and labor laws.

Total Presence Management (Contractor at W.L. Gore)

Administrative Support/Data Entry Clerk

04/2018 - 03/2019

- Managed and organized sensitive confidential documents pertaining to laboratory results and testing samples.
- Entered test sample ID numbers, lab test results, and reports into a database daily.
- Scanned and uploaded lab paperwork and documents into a confidential document-sharing system.
- Provided administrative support to the Incubator Design and Engineering team.
- Scheduled meetings using the company calendaring and email system (Lotus Notes).
- Answered phone calls, responded to emails, and relayed information to colleagues.

W.L. Gore & Associates

Summer Hire – Packaging Lab

05/2016 – 08/2016

- Conducted inventory of the packaging lab and established an organization system for future studies
- Assisted with various packaging tests:
 - Drop-testing for packing several different devices within a single box
 - Shelf-life testing to test packaging seals and storage
 - Assisted with medical device destruction testing and recycling.

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- Took measurements of materials and products used for packaging of medical devices.
- Provided laboratory support to the Mechanical, Electrical, Packaging, and Process Engineers by helping with assembling and creating custom packaging items
- Assisted the shipping & receiving areas by processing shipments and completing data entry tasks

Summer Hire – Design & Automation

05/2015 – 08/2015

- Completed Continuous Improvement projects using CAD software under the direction of the Design & Automation team
 - Designed a heat shield to protect sensor components in a heating system.
 - Designed 3D printed devices for use in during the manufacturing process in the cleanroom.
 - Designed a tool organization structure for a cleanroom workstation
 - Assisted with designing a transportation cart for the cleanroom
 - Assisted with optimizing a cleanroom workstation for efficiency and ergonomics
- Participated in cleanroom visits and have experience working in a cleanroom environment
- Aided Engineering supervisor with organization projects for the Design & Automation team
- Took notes during Design & Automation team meetings
- Participated in Social Committee meetings to plan the annual Summer Celebration for the entire building

Education

Northern Arizona University

BS in Mechanical Engineering '25