

CHRIS BORUFF
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PERSONAL STATEMENT

The various roles and positions I have worked in have enhanced my abilities to learn new tasks and assignments quickly, and have taught me how to adapt to any environment.

QUALIFICATIONS

- *12+ years Shipping/Receiving/Inventory experience
- *Inventory control
- *Supervisory experience
- *Customer service skills
- *Proficient computer/office skills
- *Attention to detail
- *Multi-tasking
- *Work well independently and with team members
- *Good written and oral communication

EXPERIENCE

Mayo Clinic, Rochester, MN

December 2014 to Present / Materials Handler (Limited Tenure)

- *Responsible for the correct receiving, replenishment, picking/packing/shipping, crediting, truck loading/unloading and housekeeping duties for the Mayo Inventory Center.
- *Follow proper rotation and industry storage guidelines.
- *Maintain a clean and safe work environment.

Kelly Services/Mayo Clinic, Rochester, MN

August 2014 to November 2014 / Specimen Lab Processing Assistant (Temporary Contracted)

- *Responsible for the review of submitted laboratory samples, requisitions, and pathology reports for accurate and timely accessioning of patient and testing information into the Pathology computer system(s).
- *Initial troubleshooting of problems, and following safe laboratory practices.
- *Works with other lab assistants in the area to provide efficient and timely reporting of results.

- *Maintains records and documentation required to manage the daily workflow.

Mayo Clinic, Scottsdale, AZ

March 2013 to July 2014 / Research Animal Care Technician

*Clinical Technician responsibilities:

- HemaTrue/Heska Dri-Chem 4000 Preventive Maintenance
- Drug Cabinet Audit
- Parasite Testing, Pinworm Fecal Floats slide prep/Centrifuge
- PRIA Screening
- Pinworm and Fur Mite sample and slide prep

*Work with mice, rats, rabbits, and swine

*Ensure compliance with regulations governing humane and ethical treatment of animals used in scientific research

*Work with autoclave and cage wash; change cages, water bottles, and bedding

*Participate in research projects, planned procedures, and selected animals for scientific research based on knowledge of species and research principles

*Currently studying for ALAT certification

Stivers Staffing Services - Mayo Clinic, Scottsdale, AZ

February 2012 to March 2013 / Research Animal Care Technician

*Clinical Technician responsibilities:

- HemaTrue/Heska Dri-Chem 4000 Preventive Maintenance
- Drug Cabinet Audit
- Parasite Testing, Pinworm Fecal Floats slide prep/Centrifuge
- IDEXX Opti-Spot, Blood Draw sample prep
- PRIA Screening
- Pinworm and Fur Mite sample and slide prep

*Work with mice, rats, rabbits, and swine

*Ensure compliance with regulations governing humane and ethical treatment of animals used in scientific research

*Work with autoclave and cage wash; change cages, water bottles, and bedding*Participate in research projects, planned procedures, and selected animals for scientific research based on knowledge of species and research principles

*Currently studying for ALAT certification

International Rectifier, Mesa, AZ

March 2010 to February 2012 / Receiving

*Receive product from UPS and FedEx and match it against invoices then enter into Receipt Log

*Complete work orders for product to be sent into cleanroom

*Inventory Control for stockroom

*Load and unload freight and chemical trucks

Superior Staffing Services - International Rectifier, Mesa, AZ

October 2009 to March 2010 / Receiving

*Receive product from UPS and FedEx and match it against invoices then enter into Receipt Log

*Complete work orders for product to be sent into cleanroom

*Inventory Control for stockroom

*Load and unload freight and chemical trucks

RideNow Power Sports, Chandler, AZ

October 2007 to March 2008 / Warehouse

*Load and unload merchandise from freight trucks

*Match incoming merchandise with invoices

*Stock parts

*Data entry

Wide World of Maps, Mesa, AZ

October 2006 to September 2007 / Retail Sales Associate

*Maintain daily cash register till

*Assist customers with purchasing a wide range of maps, travel books, GPS systems, globes, travel gear, and computer mapping software

*Assist customers with locating specific products through computer searches

*Demonstrate software and GPS systems for customers

Mayo Clinic Arizona, Scottsdale, AZ

July 2006 to October 2006 / Patient Service Representative

*Preparing information packets for physicians prior to patient appointments

*Checking in and rooming patients

*Preparing rooms between patients

*Checking in and checking out xrays and patient information

Honeywell, Tempe, AZ

March 2006 to June 2006 / Shipping

- *Package parts for outgoing shipping
- *Labeling and sorting parts
- *Making crates to ship large parts

Arizona State University, Tempe, AZ

May 2004 to February 2005 / Animal Care Technician, Research

- *Worked with mice, rabbits, chinchillas, reptiles, amphibians, birds, insects, and fish
- *Ensure compliance with regulations governing humane and ethical treatment of animals used in scientific research
- *Worked with cage wash and autoclave; cleaned and changed tanks and cages
- *Participate in research projects, planned procedures, and selected animals for scientific research based on knowledge of species and research principles

June 2003 to May 2004 / Shipping Lead

- *Responsible for shipping all Oakley and other related product worldwide via FedEx, UPS, and Airborne
- *Provide monthly reports to management of insurance cost and invoice totals
- *Train new employees
- *Order supplies and maintain an efficient warehouse
- *Deal with customers directly and via telephone

Herberger's, Rochester, MN

January 2002 to May 2003 / Shipping/Receiving

- *Load and unload freight trucks
- *Process inventory and merchandise
- *Complete various computer tasks
- *Process UPS shipments

Mayo Clinic, Scottsdale, AZ

September 1999 to October 2001 / Research Animal Care Technician

- *Work with mice, rats and dogs
- *Ensure compliance with regulations governing humane and ethical treatment of animals used in scientific research
- *Work with autoclave and cage wash; change cages, water bottles, and bedding
- *Participate in research projects, planned procedures, and selected animals for scientific research based on knowledge of species and research principles

EDUCATION

Rochester Community College, Rochester, MN

Associate of Arts, Mass Communications/Broadcasting, 1991

- *Work for campus radio station as DJ, create radio ads/commercials, and assist with other tasks as needed
- *Pitcher on baseball team

Winona State University, Winona, MN

Mass Communications/Broadcasting, 1995

- *Work at campus radio station as DJ and sports broadcaster

REFERENCES

Darin McNeill

Mayo Clinic, Scottsdale, AZ

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