

# Raúl Z. García González

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**Objective** To obtain a job in a company that allows me to show my abilities and knowledge. A job that let me prove my capacity to work under any circumstances and at the same time, help me improve my professional prestige and the prestige of the company I'm working for.

**Experience** Feb 2015 – Present DMCG Inc. (Merck Sharp & Dohme) Arecibo, PR

## **Record Management Assistant**

- Contribute with the logistic in the decommissioning of MSD Records Management for the Quality, Laboratory and Manufacture departments. Review GMP documentation as batch record, Validation Protocols, Analytical Lab Results and others for their retention time, based on the regulation and legal status. Review every document in the QO Department to segregate between Validation, batch records, Method Transfer, CAPA, and other GMP critical documents. Prepare inventory for the destruction of documents that met the retention time schedule.

Sep 2013 – Feb 2015 Reciclaje del Norte (RDN) Hatillo, PR

## **Recycling Specialist**

- Overall material handling for recycled items. Weighting, reconciliation calculations, unloading and loading of containers. Material Handler and general transportation (Forklift, hand truck, etc.). General warehouse experience. Material Classification and exposure to shipping and receiving processes. Waste and Hazardous Material Management and Disposal.

Feb 2013 – May 2013 Doctors Center Hospital Manatí, PR

## **Hospital Medical Escort**

- Provide transportation assistance to patients under medical care. Use of wheelchair among other transportation equipment and maintain equipment clean and in optimal conditions. Complete documentation records and filing. Responsible for the care of patients and good treat while providing good service.

Feb 2012 – Jan 2013 St. Jude Medical Arecibo, PR

## **Manufacturing Operator**

- Follow standard operating procedures for the manual assembly of components to the product. Use of welding and crimping equipment to perform the operation. Perform process verification using measurement equipment such as calipers and scales and also perform visual inspection to the product before next step of the process. Cleaning procedures execution and documentation.

Oct 2011 - Feb 2012 Best Insulation Services Arecibo, PR

## **Insulation Assistant (Pfizer)**

- Execution of general procedures regarding the fabrication and installation of insulation molds for manufacturing plant facilities. Use of manufacturing equipment such as table saw, cutting and measurement tools and packaging equipment.

**Education** 2008 – 2011 Esc. Abelardo Martínez Otero Arecibo, PR

- High School Degree. (General Office Professional Certification)

**Abilities**

- Microsoft applications and computer skills.
- Knowledge of English language.
- Inventory controls
- Exposure to OSHA, EPA and FDA regulation environments.
- Exposure to Good Documentation Practices and GMP environment.
- Customer Service.
- Cleaning and Sanitization process execution for medical equipment.
- Document filing.
- CPR Licensed.
- General Administrative office work experience.

**References** Available upon request.