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Employment History

Self Employed, Lawrence, MA 3/2012 – Present

Home Remodeling

- Carpentry, framing, window replacement
- Flooring, refinishing, painting
- Decking, sheds, stone walkways
- Landscaping, property maintenance

Abel Womack., Lawrence, MA 3/2004 – 3/2012

Shipper/Receiver

Scheduled the delivery and pickup of fork trucks and related equipment via multiple trucking companies.

- Processed Bills of Lading for delivery and pickup to ensure accuracy and tracking requirements.
- Ship and receive all outgoing and incoming fork trucks and inventory utilizing computer database.
- Maintained warehouse and inventory for safety and access requirements.
- Coordinated with required departments to ensure ontime shipments and resolve related issues.

Vicor Corporation, Andover, MA 3/1998 – 10/2003

Receiver 3 – Material Handler 3

- Processed all inbound material for content, receipt and distribution to departments and personnel utilizing computer database.
- Consolidated and maintained warehouse, inventory and storage areas using forklifts and pallet jacks.
- Picked and processed manufacturing work orders. Completed material shortage reports for manufacturing and customer orders. Stocked, maintained and cycle counted material inventory.

Sears Hardware Inc. North Reading, MA 11/1996 – 2/1998

Shipper/Receiver – Replenishment Leader

- Received and distributed all inbound material to required departments and assisted associates with stock display and overstock locations.
- Prepared outbound stock for return shipments, defective material and branch office requests.
- Arranged shipments with multiple freight carriers including Fed-X, UPS and APA.
- Consolidated and maintained warehouse, lawn and garden inventory, storage and display equipment.

Lam Research Corp. Wilmington, MA 2/1984 – 8/1996

Customer Service Representative (6/1990 – 8/1996)

- Established primary liaison for domestic and international customers. Prepared price quotations and processed

sales orders for machine/systems, warranty and repair orders

- Coordinated with various departments to properly address on-time performance, expedite orders and resolve related issues.
- Compiled and prepared data for regular and special reports, analysis and statements.

Production Planner/Expeditor (6/1987 – 6/1990)

- Planned, processed and distributed machine/system production work order requirements according to customer needs and build dates
- Maintained work order scheduling and build changes. Reviewed, coordinated and expedited late order and “machine down” material demands.

Shipper/Receiver (3/1984 – 6/1987)

- Prepared and packaged outbound material and machine equipment utilizing all types of domestic and international freight carriers. Processed all inbound material for content, receipt and distribution.

Education

- Business Systems Architects – October 1994 - Certified ISO 9001 Internal Auditing
- Northern Essex Community College – September 1994 – Certified ISO 9001 Quality Course
- Computer Associates
 - May 1994 Certified ASK Serviceman/VAX
 - Oct. 1993 Certified ASK Order Management/VAX
 - June 1989 ASK Manman Manufacturing/VAX
- Methuen High School – Graduated 1978

Projects

- Planned, coordinated and implemented a computer generated RGA process for customer and field service returns of warranty, defective and repair material.
- Established a format, authored and coordinated a policies/procedures ISO 9001 manual for the Customer Service department as required for compliance with ISO.