

Christopher LeMay
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SUMMARY

Experienced professional in the biotechnology industry with over 10 years' experience with facilities maintenance and operations. A team player with the ability to balance dual roles and tight deadlines. Professional approach when handling sensitive, confidential, personal and proprietary information. Strengths include exceptional organizational skills, decision making, multi-tasking, prioritizing and a positive attitude.

PROFESSIONAL EXPERIENCE

SomaLogic, Inc Boulder, CO

2015 - Present

Lead Shipping and Receiving Specialist

Responsible for the receiving and shipping for SomaLogic, partnering with the manufacturing department in developing a procedure for shipping the SOMAscan™ products to customers ensuring the products arrive in a timely manner. Assist the accounts payable and purchasing departments in resolving shipment and invoice discrepancies.

Key Achievements:

- Develop and manage the internal shipping procedures for both hazardous and non-hazardous materials for domestic and international shipments.
 - Receive and distribute all incoming shipments to the appropriate personnel and entered all purchase orders into ERP System in a timely manner.
 - Shipped all non-hazardous and hazardous materials domestically and internationally according to company and federal laws.
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Array BioPharma, Inc Boulder, CO

2007 - 2015

Senior Facilities Specialist

Maintained schedules and performed preventative maintenance the mechanical systems including air handlers, low and high pressure steam boilers for the Boulder research and development campus. Scheduled and supervised major repairs of the outside contractors work to ensure is being performed to Array's specifications and following the company's safety procedures. Provided backup to the shipping/receiving department. Shared 24 hour emergency response with the other members of the Facilities team and a member of the Safety Committee and Emergency Response Team.

Key Achievements:

- Attended training classes on the on the Andover Controls Continuum building automation system on configuring and programming which has reduced costs and reliance on the outside contractor.
 - Assumed responsibility of the security access, created new badges and access cards for employees, creating and editing clearance codes within the Pro-Watch Security Software.
 - Performed preventative maintenance and minor repairs of the smaller air handlers and rooftop units such as filter and belt changes which have reduced maintenance costs.
 - Recognized for my quick response and completion of facilities requests.
 - Recognized for my ability to working with a team or independently with minimal supervision.
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ImmunoGen, Inc Waltham, MA

2003 – 2007

Inventory Control Manager

Responsible for the receiving and shipping for the former Cambridge campus, managed the ordering and inventory of the general laboratory supplies, received all deliveries for the former Cambridge facility. Supervised the daily duties of the lab assistant and shuttle driver.

Key Achievements:

- Developed and managed the internal shipping procedures for both hazardous and non-hazardous materials for domestic and international shipments.
- Received and distributed all incoming shipments to the appropriate personnel in a timely manner and entered all purchase orders into the accounting system.
- Shipped all non-hazardous and hazardous materials domestically and internationally according to company and federal laws.
- Ordered all the laboratory supplies for the former Cambridge campus and worked with the scientists in ordering extra supplies or special order items for specific projects.

EMD/Lexigen Pharmaceuticals, Inc Billerica, MA

2001 - 2003

Materials Handler/Facilities Maintenance Technician

Performed general building maintenance for the research group at the Lexington facility. Transferred to the manufacturing group to help oversee the construction and to assist in the start up of the pilot production laboratory.

Key Achievements:

- Developed the SOP's for the receiving and storage for all GMP and non-GMP materials.
- Assisted the Facilities supervisor in developing and implementing maintenance SOP's for the pilot laboratory's environmental systems.
- Supervise contractors to ensure work is being performed to Array's specifications and following the company's safety procedures.

UCB Research, Cambridge, MA

2000 - 2001

Facilities Assistant

Responsible for the receiving and distribution of deliveries for the laboratory and office personnel, maintained the process gas supplies and the collection, autoclaving and disposal of biological waste.

- Supervise contractors to ensure work is being performed to Array's specifications and following the company's safety procedures.
- Assisted the purchasing and accounts receivable departments in resolving any receiving discrepancies.

Boston Rock Gym, Woburn, MA

1997 – 2003

Part-time Assistant Manager

Assisted the manager in checking in all customers entering the indoor climbing gym and performed safety checks to all new members. Assisted in running the retail store including ordering and maintaining of the merchandise, assisting customers in the proper selection and use of all climbing gear and clothing.

- Greeted and checked in members and walk in customers and performed safety checks on all first time customers.
- Taught basic safety course on proper use of a rock climbing harness, belay device and rope management and basic climbing technique.

 EDUCATION and CERTIFICATIONS

CompTIA Network+ Certified

August 2014

Red Rocks Community College, Lakewood, CO

2014 - Present

Computer Information Systems – Concentration in the Computer Network Specialist program.

Front Range Community College, Westminster, CO

2012 - 2014

Computer Information Systems – Concentration in the CompTIA A+ certification.

Andover Controls Continuum Training, North Andover, MA

2009

Continuum Configuration for HVAC

2011

Continuum Plain English Programming for HVAC

East Coast Aero Tech – Bedford, MA

1991-1993

Aircraft Maintenance

Hazmateam, Inc

DOT 49CFR Hazardous Materials Shipping Training

IATA Dangerous Goods Shipping Training with Radioactive Endorsement.

Abington High School

Graduated 1991