

Andrew Sampson
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Professional Accomplishments:

- Proficient with Oracle, SAP, Netsuite, PeopleSoft, Sage 100, Epicore, and the Microsoft Office suite,
- Serialized inventory control, management, and analysis,
- Excel abilities include vlookups, pivot tables, advanced functions, basic macro creation and editing,
- Team leader of group assembled to improve disposition of non-conforming material,
- Established internal cycle count policy,
- Forklift trained and licensed,
- Licensed Personal Care Assistant,

Professional History:

Massachusetts Emergency Management Agency: Franklin, MA

11/2022 Project

Massachusetts Emergency Management Agency ensures the state is prepared to withstand, respond to and recover from all types of emergencies and disasters,

Material Distribution

- Distribute Covid-19 antigen tests to schools both public and private, and school districts, to be distributed to students in faculty,

Dell EMC: Hopkinton, MA

08/2022 – 10/2022

Dell EMC sells data storage, information security, virtualization, analytics, cloud computing and other products and services that enable organizations to store, manage, protect, and analyze data. Dell EMC's target markets include large companies and small- and medium-sized businesses across various vertical markets,

Inventory Coordinator

- Keeps track of inventory size and ensures its security,
- Conduct physical inventories and cycle counts,
- Analyze count discrepancies, provide root cause analysis and future recommendations,
- Audit incoming and outgoing shipments for quality and accuracy,
- Document all inventory transactions,

02/2022 – 05/2022 Contract

Ernst & Young: Natick, MA

Ernst and Young seeks to provide Assurance, Consulting, Strategy and Transactions, and Tax services by providing the context and meaning for the work we do every day. We help digital pioneers fight data piracy; guide governments through cash-flow crises; unlock new medical treatments with data analytics; and pursue high quality audits to build trust in financial markets and business. In other words, working with entrepreneurs, companies, and entire countries to solve their most pressing challenges,

Inventory Analyst

- Physically inspect real property (real estate) assets,
- Review asset file folders for pertinent documentation, scan, and upload electronic copies,
- Communicate asset record changes to headquarters-level team,
- Facilitate asset record changes with garrison staff/civilians,
- Use Business Process Management tools to facilitate work process,
- Perform system asset adjustment to reflect physical presence,

Sotax: Westborough, MA

12/2021 – 02/2022

SOTAX is the global leader in providing high-quality dissolution testing systems, composite assay and content uniformity workstations and physical tablet testing instruments for the pharmaceutical, dietary supplement, medical device and biopharmaceutical industries,

International Shipping and Receiving Coordinator

- Ensure all shipments comply with harmonized tariff schedules, customs valuations, controlled products, country of origin rules, free trade programs, import VAT rules and US law on banned/boycotted countries,
- Plan, prepare and process export, import and trans-border activities by country,
- Conduct day-to-day trade activities to ensure international shipments are in compliance including: shipping documentation, export license determination, Harmonized System Code (HS) classification, valuation and Incoterms,
- Work with both internal and external partners to measure and define trade compliance process and drive improvements,
- Work with external partners to provide advice and guidance on day-to-day import and export transactions,
- Support the finance department regarding billing and accounts receivable issues,
- Achieve departmental objectives, develop and document procedures to streamline business operations to improve team efficiencies and productivity,

Avantor: Franklin, MA

08/2021 – 09/2021 Contract

Avantor is a leading global provider of mission-critical products and services to customers in the biopharma, healthcare, education and government, and advanced technologies & applied materials industries,

Material Handling Specialist

- Unload trucks, trailers, containers of freight, counting products, compare to manifest to check all shipments for damage, infestation, or production code dates,
- Report shortages, damages, and mis-shipments on appropriate forms,
- Move inbound shipments to storage locations to be efficiently stacked as store merchandise,
- Ensure that the correct product number, quantity and type (lot, batch, serial number) of product are picked,
- Transport orders to shipping locations or delivery platforms with material handling equipment such as but not limited to fork trucks, cherry pickers, or pallet jacks,
- Handle, label, stencil, tag, mark orders, band, bundle, wrap, over-pack, and palletize as required,
- Compare quantity, labeling and address with order to ensure out-going shipments are complete and correct,
- Assign signature for outbound as necessary,
- Move product, cartons and or pallets into trailers, rail cars or containers,
- Assist in physical inventories and cycle counts,
- Perform inventory adjustments in ERP system,

DuPont Specialty Products: Marlborough, MA

07/2021 – 08/2021 Contract

DuPont Specialty Products is a global innovation leader with technology-based materials, ingredients and solutions that help transform industries and everyday life. Apply diverse science and expertise to help customers advance their best ideas and deliver essential innovations in key markets including electronics, transportation, building and construction, health and wellness, food and worker safety.

Material Handling Specialist

- Ensure inventory is properly packed and labeled for storage or shipment,
- Investigate and report inventory quantity variances,
- Maintain physical and system inventory accuracy,
- Physical and system inventory movement and transactions,

Cytiva Life Sciences: Westborough, MA

05/2021 – 07/2021 Contract

Cytiva is a global life sciences leader dedicated to advancing and accelerating therapeutics. Cytiva is a trusted partner to customers that undertake life-saving activities ranging from biological research to developing innovative vaccines, biologic drugs, and novel cell and gene therapies.

Indirect Materials Planner and Coordinator

- Internal support identifying and understanding indirect spend needs and identifying savings opportunities,
- Internal support with setting up suppliers and ensuring accurate documentation is in place,
- Lead in defining min/max, historical consumption, Kanban systems, in order to better manage all items,
- Execute indirect spend projects,
- Analyze, report, and supervise project savings,
- Supplier management,

DXC Technology: Marlborough, MA

08/2020 – 10/2020, Contract

DXC Technology is the world's leading independent, end-to-end IT services company, helping clients harness the power of innovation to thrive on change; created by the merger of CSC and the Enterprise Services business of Hewlett Packard Enterprise.

Operations Material Manager

- Order fulfillment including picking, kitting, prepping, packing, and shipping,
- Inventory and raw material receiving, distributing, and stocking,
- Cycle counting and physical inventory audits,
- Coordinating with carriers, couriers, vendors and customers to ensure timely pick-up and accurate delivery of shipments,

National Freight Industries: Framingham, MA

01/2020 – 03/2020

NFI is a fully integrated third-party supply chain solutions provider with business lines include dedicated transportation, warehousing, intermodal transportation, brokerage, transportation management, and real estate services,

Logistics Coordinator

- Performs load planning, driver scheduling, and dispatch duties,
- Coordinates daily data entry into proprietary order-management system,
- Provides weekly KPI / performance data reports to both internal and external parties,
- Coordinates daily scheduling truck and trailer maintenance,
- Manages and maintains driver payroll as well as auditing and approving driver expense reports.

UMass Memorial Medical Center: Worcester, MA

06/2019 – 10/2019 Per Diem

UMass Memorial Medical Center is an academic medical center part of the UMass Memorial Health Care system committed to improving the health through excellence in care, comprehensive health services, teaching, and research.

Supply Coordinator II

- Establish par levels for daily supplies needed for direct patient care,
- Assist nursing coordinator in re-establishing floor par levels on a quarterly basis,
- Interview, orient, and train all Supply Coordinators assigned to area,
- Perform periodic inventory of stocked supplies,
- Order, receive, and distribute items pertinent to patient care,

Smith & Nephew: Mansfield, MA

12/2018 – 01/2019, Contract

Smith and Nephew is a multinational medical manufacturer with over 150 years supporting healthcare providers in the areas of advanced wound management, orthopedic reconstruction, and endoscopy.

Materials Analyst

- Ensure all inventory is categorized in accordance with current medical device requirements set through international and domestic standards of medical device reporting,
- Maintain safety data sheets and material data sheets for inventories and significant inventory components,
- Compile multiple databases and libraries to support compliance of medical device reporting requirements,

Food Authority: Westborough, MA

07/2018 - 12/2018

Food Authority is a leading distributor of fresh foods and produce for the restaurant industry,

Inventory Selector

- Process order production for the greater North East,
- Physical inventory movement within warehouse locations,
- Accurately assemble pallets for distribution,

A123 Systems: Waltham, MA

05/2018 – 07/2018, Contract

A123 is a world leader in starter batteries, 48V systems, and low voltage battery production,

Inventory Material Coordinator

- Maintain accurate chemical, film, and consumable inventory,
- Physically and systematically make shipments and receipts,
- Perform periodic cycle counts,
- Distribute inventory and vendor managed consumables to multiple laboratory and manufacturing environments,

Columbia Tech: Westborough, MA

10/2017 – 03/2018, Contract

Columbia Tech is a third party manufacturer of printed circuit boards and integrated systems for pharmaceutical, life science, and power management industries,

Material Manager

- Transact order receipts within ERP system,
- Perform periodic cycle counts and physical inventories,
- Allocate inventory throughout inventory locations and buildings,

Hutchinson Aerospace & Industries: Hopkinton, MA

07/2017 – 09/2017, Contract

Hutchinson Aerospace & Industries provides shock and vibration reduction, and isolation solutions,

Warehouse Inventory Coordinator

- Pick, pack, and process inventory for customer order shipments,
- Transact order shipments within ERP system
- Perform weekly cycle counts,
- Assist manufacturing and engineering departments in inventory movements,

02/2017 – 07/2017, Contract

Oyo Sports: Marlborough, MA

OYO Sports is a fan engagement company in the sports consumer marketplace; targeting youth, fan, and collector markets with physical and digital products,

Inventory Specialist

- Receive all material produced from manufacturing, and transact finished goods into inventory,
- Perform periodic cycle counts and spot checks of selected inventory,
- Ensure inventory is properly packed and labeled for storage or shipment,
- Adjust inventory variances. Provide root cause and corrective actions for variances,
- Maintain proper inventory levels throughout warehouse locations to provide expedited order processing,

Flash Global Logistics: Fall River, MA

05/2015 – 02/2017

Flash Global Logistics serves as a leading logistics provider in the critical spare parts industry exclusively focused on providing mission critical parts and inventory management supply chain solutions,

Inventory Control Analyst

- Initiate, manage, and monitor cycle count and physical inventory programs with warehouses,
- Reporting cycle count or physical inventory results to customers
- Investigate and report quantity variances
- Monitor and ensure customer inbound shipments to warehouses are in accordance with customers' needs
- Maintain and report key inventory control statistics in spreadsheets, and specifically designed software for customers

Opko Diagnostic: Woburn, MA

05/2013 – 01/2014

Opko Diagnostics is a manufacturer of medical diagnostic equipment and analysis tools for determining the presence of various blood related illnesses and vitamin abnormalities,

Inventory and Logistics Management

- Inventory procurement, tracking, and forecasting,
- Weekly inventory cycle count and transaction analysis,
- Traffic handling for all material shipped and received,
- Direct point of contact for accounts payable concerning inventory invoice payment approval,

Five Star Quality Care: Needham, MA

08/2011 – 11/2011 Contract

Five Star Quality Care, Inc. is a national healthcare and senior living services provider,

Accountant

- Prepare general and accruing journal entries for assigned facilities,
- Perform monthly budget and forecast input/analysis by facility and region,
- Prepaid expense / liability accrual and analysis,
- Monthly fixed asset and expense purchase assignment and booking,

Stratus Technologies: Maynard, MA

Stratus Technologies is a privately held computer company which focuses on the manufacturing and servicing of fault tolerant servers and software,

Accountant

07/2008 – 01/2011

- Monthly general ledger journal entry preparation and account reconciliations,
- Audited weekly cycle count and maintained reports tracking required adjustments,
- Sales order cost quoting for internal use to determine potential selling price,
- Monthly fixed asset adjustments and required journal entries,
- Inter-company and factory sale invoicing,
- Software and hardware royalty accounting and reporting,
- Expense budgeting and forecasting analysis for multiple departments,
- Standard cost updating and PPV analysis,
- Requisition approval and purchase order creation,

Order Management, Accounts Receivable, and Business Analyst

09/2006 – 07/2008

- Creating order packages to reconcile the quoted amount, customer purchase order, and invoiced amount as well as to show compliance with our revenue recognition policies and the customer's contract,
- Handled domestic, international, and internal product sales orders,
- Service order quoting and invoicing,
- A direct point of contact for manufacturing both internally and externally,
- Accounts receivable experience with distributors and end user,

Education

09/2002 – 05/2006

Worcester State College, Worcester, MA. BA: Accounting