

# Anthony Phat

## **Site Coordinator-Avantor Sciences**

Saugus, MA 01906

[anthonyphat2\\_q96@indeedemail.com](mailto:anthonyphat2_q96@indeedemail.com)

+1 781 520 1102

Authorized to work in the US for any employer

## Work Experience

---

### **Site Coordinator**

Avantor (formerly VWR International, LLC) - Lexington, MA

February 2020 to Present

- Responsible for carrying out tasks at customer site or multiple customer sites in a region.
- Tasks include inventory management, purchasing, shipping, receiving, chemical tracking, storeroom tracking, and product delivery.
- Performs inventory management related functions such as monitoring slow moving and dead inventory, conduct cycle counting, yearly physical inventories, and reporting.
- Support client with back order reporting and expediting, direct factory shipments, 3rd party support, managing quotes, document control, records maintenance, and resolving open invoices or pricing issues.
- Utilizes Avantor and customer computer systems (SAP, Citrix, Intranet, Avantor Inventory Management Systems, ChemSW,) in fulfillment of job duties.
- Updating and maintaining Standard Operating Procedures.

### **Purchasing specialist**

JN Phillips Auto Glass - Woburn, MA

January 2018 to September 2019

- Create purchase orders for windshields, moldings, supplies.
- Matching invoices with correct purchase order.
- Min/Max report of inventory for 3 distributions.
- Streamline purchasing process by determining most cost effective products and vendor.
- Built and maintained strong relationships with new and existing suppliers..
- Negotiate pricing, payment terms, and delivery schedules to optimize cost savings.
- Assist warehouse manager with inventory management and vendor returns.
- Assist Purchasing Manager and VP of Purchasing and Distributions in daily operations and monitoring of Windshields and Moldings.

### **Buyer/Materials Planner**

Albany Molecular Research Inc - Burlington, MA

2014 to 2018

Burlington, MA) 2014- 2018

Provides global contract research and manufacturing services to the pharmaceutical and biotechnology industries.

#### Buyer/Materials Planner.

- Manage supply issues, including lead time development, on-time shipping performance, and logistics lead times to support rate
- Develop, improve, and monitor reporting processes & systems to control the supply chain functions
- Provide clients with updated inventory reports of client supplied items and finished product.
- Work with Project management team to ensure clients get their products on time.
- Create Purchase orders.
- Run Mix/Max report for supplies, chemicals, materials.
- Assist with year end cycle count.

#### Warehouse Technician (Receiving, Stockroom & Shipping)

- Receive inventory and non-inventory materials from suppliers
- Unpack, verify and record information in our ERP system
- Assign lot numbers and expiration dates to our dock to stock (supply items) and incoming materials
- Label all supply and incoming materials
- Trained on hazmat & temperature sensitive receiving
- Pull kits for manufacturing
- Cycle count process and year end process
- Process FedEx, UPS and World Courier shipments
- Trained on hazmat and temperature sensitive shipments
- Accurately process all shipping documents
- Maintain and organized our receiving/shipping dock

## Skills

---

- Inventory
- Inventory control
- Erp
- Logistics
- Customer service
- Fedex
- Ups
- Cgmp
- Problem solving
- Shipping
- Excel
- Microsoft excel
- Purchasing
- Procurement
- Warehouse distribution
- Supply chain

## Additional Information

---

### Core Competencies

Logistics and Inventory Control Leadership

Cycle Count Program - Year End Physical Materials Planning

cGMP Oral and Written Communication Skills Knowledge ERP System Problem Solving Skills

Customer Service Shipping (FedEx, UPS, World Courier)

Microsoft Excel/Office

Receiving & Shipping Temperature Sensitive Products