

## OBJECTIVE

### ***A Challenging Service Position Utilizing My:***

- Outstanding research and investigative skills with a keen eye for identifying and recommending operational process and safety improvements that resulted in savings cost and time in several industries including electronic components manufacturing laboratory supply and financial services.
- Excellent observation and report writing skills vital to the investigative process
- Expertise actin as the key point of contact to shipping vendors vital to ensuring the accurate, timely and cost-effective distribution of the material worldwide
- Excellent organizational skills with the capacity to manage numerous projects simultaneously in fast-pace, deadline driven environment
- Keen understanding regarding the levels of customer service needed to the capture of repeat and referral business
- Outstanding problem solving, communication and interpersonal skills

## SUMMARY OF QUALIFICATIONS

### ***Transferrable Skills & Experience Directly Related To Supporting Government Services:***

- Vendor Screening, Selection & Validation
- Examine Incoming Shipping For Potential Hazards and Threats
- Protecting Financial Assets & Resolving Discrepancies
- Ensuring Packing Compliance With U.S. Postal Regulations
- Routine Facilities Security & Safety Checks
- Ensuring Records Accuracy & Confidentiality
- Staff Training, Development and Mentorship
- Writing Detailed Reports

### ***Extensive Manufacturing Operations Support & Customer Services Experience Including***

- Warehouse/Shipping and Receiving Operations
- Coordinating and Tracking Shipments Worldwide
- Identifying & Solving Raw Material Problems
- Tracking material Purchase Orders
- Records & Documentation Control Management
- Minimizing Materials & Labor Coats
- Documentation: Bills Of Lading / Shipping & Receiving Reports
- Inspecting & Confirming Precious Metals Specifications
- Ensuring Clients Were Insured Against Loss Or Theft
- Packaging & International Distribution / Logistics
- Sales/ Cold Calls/ Customer Service
- Proactive Planning / Meeting Critical Deadlines
- Productions Line Raw Materials Supply Fulfillment
- Allocating Resources & Manpower
- Expediting Shortage & Returns
- Resolving Non-Conforming Material Issues
- Tracking Inventory Turnover
- Print Shop Operations
- Tracking Multi-Million Dollar Transactions
- Solving Inefficiencies & Bottlenecks

### ***Proficient with the Following Computer Software & Applications:***

SAP/Microsoft Windows, Word & Excel, Email / Internet

## PROFESSIONAL EXPERIENCE

### ***Shipping and Receiving***

2019 - Present

#### **Analog Devices, Wilmington, MA**

- Manages the shipment and receipt of all products, materials, and supplies via our SAP system.
- Collaborates and communicates with logistics technicians, customer service representatives, service providers, and others involved in the shipment and receipt of products.
- Tracks, traces, and updates the status of incoming and outgoing shipments.
- Maintains a clean, neat, and member-ready.
- Promptly unloads trucks and deliveries and sorts and stocks receivables.
- Maintains an accurate log sheet of daily moves, scanning inventory, and counting accurately.
- Engages with vendors and drivers with a positive attitude.

### ***Shipping and Receiving***

2017 - 2019

#### **Tecomet, Woburn, MA**

- Shipping and receiving duties including packaging/bagging/boxing items for shipment
- Calling for transportation, preparing bills of laden
- Loading trucks
- Logging shipment and receiving company ordered items by unloading trucks
- Matching papers to purchase orders
- Entering the data into CRT terminal
- Logging receipts, checking papers in accordance with company/customer specifications.
- Fed-X, Fed-X freight, UPS and International shipping experience.

### ***Shipping and Receiving/Inventory Control***

2014 - 2016

#### **CoWorx Staffing/LeBaron Bonney Co, Lowell, MA**

- Monitors and maintains current inventory levels
- Filling customer orders
- Using computer hardware and software to generate labels and maintain equipment
- Maintain and organize adequate shipping supplies
- Ensure that products processed for shipping are delegated to correct courier

**Shipping and Receiving/Inventory Control/Sales** 2007 - 2012  
**Phoenix Infrared, Lowell, MA**

- Monitors and maintains current inventory levels
- Researches sources for developing prospective customer
- Performs routine clerical duties, including data entry, answering telephones, and assisting customers.
- Participates in trade shows and conventions
- Processes purchase orders; tracks orders and investigates problems
- Receives, unpacks, and delivers goods; re-stocks items as necessary; labels shelves

**Shipping / Receiving Support** 2005 – 2007  
**Randstad Staffing/Hewlett Packard, Andover MA**

- Monitors and maintains current inventory levels
- Receives, unpacks, and delivers goods
- Processes and documents returns as required following established procedures
- Compiling inventory reports and issuing them to management

**Shipping and Receiving/Inventory Control** 2005 -2005  
**Home Depot, Salem NH**

- Monitors and maintains current inventory levels
- Investigating inventory shortages and discrepancies
- Preparing and maintaining records of all inventory
- Operates indoor and heavy duty outdoor forklifts

**Test Technician** 2003 – 2005  
**Millipore Corporation, Bedford, MA**

- Machine Operator
- Tested water filter for biochemical and scientific use

**Fourth Hand (Production Worker)** 2002 - 2003  
**Newark Atlantic Paperboard, Lawrence MA**

- Using manual and electric pallet jacket as needed
- Cut huge paper rolls using machinery

**Shipping / Receiving Support** 2000 – 2001  
**New Balance Athletics, Lawrence, MA**

- Monitors and maintains current inventory levels
- Utilizes mainframe computer terminal to properly account for issues, returns etc.
- Assists in conducting complete physical inventory count annually.

## EDUCATION

**Associate's Degree / Communication and Media Arts**  
**Sullivan County Community College, Loch Sheldrake, NY**

**High School Diploma**  
**Lafayette High School, Brooklyn NY**