

# **Cesar Melendez**

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To Obtain a Long Term Position with a Dynamic Organization, Where I Can Utilize My Education, Professional Training and Experience

## **Work Experience**

### **Production Lead**

KC Pharmaceuticals - Pomona, CA

May 2013 to January 2019

- Follow Good Manufacturing Practices (GMP)
- Follow Good Documentation Practices (GDP)
- Follow Standard Operating Procedures (SOP)
- Perform Acceptable Quality Limit (AQL)
- Conduct Daily Meetings with Operators of Daily Production Goal
- Ensure that Production Line is set at the Beginning of the Shift
- Ensure that Production Line has the Necessary Operators to Perform Accordingly
- Ensure that Equipment and Machines are in Good Working Conditions
- Ensure that Equipment and Machines are cleaned by the End of the Shift
- Ensure all Logbooks are Maintained and Properly Filled out in a Timely Manner
- Ensure Planning, Scheduling, and Helping with Production Issues on Daily Basis
- To Verify Lot Numbers, Commodity Numbers, and Expiration Dates of Components
- To Serve has a Relationship between Supervisors and Operators on the Floor
- To Manage a Personnel of 20 Operators on the Production Floor
- Perform Line Clearance of Labeling and Packaging Lines Before and After Each Process
- Perform in Process Quality Inspections Every 45 Minutes
- Perform Reconciliations of Components and Complete Batch Manufacturing Paperwork
- Perform Daily Report of Product Description, Run Time, Down Time, and Production Units
- Operate Labeling, Packaging, Ink, and Shrink Wrap Machines
- Request, Receive and Verify the Required Production Components from Warehouse
- Attend All Meetings Regarding Safety, Production, and Quality with Upper Management

### **Production Operator**

KC Pharmaceuticals - Pomona, CA

March 2012 to May 2013

- Follow Good Manufacturing Practices (GMP)
- Follow Standard Operating Procedures (SOP)
- Operate Labeling Machines and Ink Coder Machines
- Operate Cartoning and Case Sealing Machines
- Operate Palletizer and Packaging Machines
- Operate Funac Robot and Bundling Machines

## **Quality Control Inspector**

KC Pharmaceuticals - Pomona, CA

July 2010 to March 2012

- Perform Line Clearance for Sterile Clean Rooms
- Perform Line Clearance for Labeling and Packaging Lines Before and After Each Process
- Perform First Article Inspection Before Releasing Production Line
- Perform Quality Control Inspections for Sterile and Non Sterile Products
- Ensure all Logbooks are Filled by Production Leads
- Review Batch Manufacturing Paperwork for all Production Lines
- Review and Release Warehouse Components for Production
- Review and Release Liquid Solution for Compounding
- Review Quarantine and Release Products from Quarantine Area
- Review and Release Manufacturing Raw Materials

## **Order Selector**

Aerotek - Ontario, CA

June 2008 to July 2010

- Operate Electric Pallet Jack Single and Double
- Process Orders Including RF Scanner Picking, Packing, and Audit Orders
- Consolidating Freight, Wrapping Pallets, Loading, and Unloading
- Bundle Boxes for UPS and FedEx from Conveyor Line
- Perform Efficiently to Hit Production Picking Numbers
- Organizing, Maintaining and Cleaning Facility and Grounds

## **Education**

### **Associates of Science in Criminal Justice**

ITT Technical Institute - San Dimas, CA

March 2010 to June 2012

### **High School Diploma in General Studies**

Montclair High School - Montclair, CA

June 2004 to June 2008

## **Additional Information**

Knowledge and Skills

- Strong Communication Skills
- Excellent Multitasking Skills
- Great Organizational Skills
- Proficient Mathematical Skills
- Proficient in Microsoft Suites
- Bilingual (English/Spanish)
- Experienced with GMPs, GDPs, and SOPs Guidelines
- 8+ Years Working in the Pharmaceutical Industry
- 2+ Years Working in the Warehouse Industry