

Douglas E Boudle
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Professional Experience

[2019-Current] Production/Computer Technician in Receiving Operations NCS Global, LLC Rochester, NH

- Assess, review and record equipment specifications and conditions into ERP/MRM system
- Receive, unpack and relocate various IT hardware and equipment
- Perform diagnostics testing on harvested systems and equipment
- Disassemble computer equipment and systems of selective levels and structure
- Harvest product to specification for test routing
- Operate and utilize various warehouse equipment including forklift, baler and compactor
- Continuous monitoring and processing of incoming orders, shipping and return management

[2018-2019] Biotech Manufacturing Associate Lonza Biologics Portsmouth, NH

- Perform laboratory tasks such as monitor pH, conductivity and test product samples
- Set up and operation of lab and suite equipment
- Monitor production processes, including clean-in-place (CIP) and steam-in-place (SIP) operations as part of a certified batch team
- Responsible for recording process documentation in written and electronic forms in accordance with good documentation procedures (GDPs)
- Perform review on documentation as needed
- Maintain all mandated qualifications for GMP and FDA regulated manufacturing
- Utilize Delta V, Scheduling and Shop Floor operative Systems as part of tracking batch lifecycle processing
- Control Work Order activity through SAP
- Perform material movements, transfer raw materials, chemicals into, out of, across the production areas.
- Maintain facility and equipment through routine cleaning and sanitization, support 6S programs
- Maintain lean principles as part of daily operations

[2017-2018] Receiving/Warehouse Manager Tractor Supply Corporation Brentwood, NH

- Planned, prioritized, and Delegated daily tasks
- Lead freight movement, and supported merchandising initiatives, feed management, and inventory control
- Supported Store Manager in Team Member counseling, hiring/staffing decisions, scheduling, Team Member training and development
- Trained Team Members on the appropriate application of policies and procedures
- Supervised cash handling procedures
- Executed all store Banking documents and Transactions
- Drove sales and profit using company's strategic business model
- Certified Operator and Trainer for Forklift and Baler
- Maintained and executed customer loyalty procedures
- Performed Opening/Closing procedures.
- Resolved customer complaints/issues using established protocol
- Monitored and trouble shoot store computer operations
- Adhered to loss prevention standards and respond to any alarm calls as needed
- Completed all documentation associated with any task and required job duties

[2012-2017] Department Manager Ahold Corporation Stop and Shop Supermarket Danvers, MA

- Manage all department operations and employees
- Facilitate product purchases for inventory and department needs
- Assess, review, and approve product invoices for the department
- Negotiate pricing and volume variables with suppliers and distributors
- Assess inventory levels for risk and replenishment
- Address and Disposition all product purchase discrepancies
- Manage all scheduling and tracking of incoming shipments
- Initiate and manage communications with all vendors, distributors, and Corporate representatives
- Execute reporting based decision making based on budgetary figures
- Periodic review of departments OSHA compliance status
- Maintain and oversee condition of equipment and department resources

[2008-2012] Store Manager IParty Medford, MA

- Managed and facilitated all daily store operations
- hired, trained and reviewed oncoming and veteran employees
- Analyzed and Assessed incoming invoice costs relative to purchase point
- Monitored budget and forecasted figures for product allocation
- Oversaw product purchases and distribution for inventory control
- Coordinated warehouse procedures for inventory process
- Oversaw warehouse compliance to all Federal, State and local regulatory laws and requirements
- Coordinated inter-company transfer, purchases, and recalls of applicable products
- Managed all P.O.s, Deviations, and RTV's
- Reviewed and Authorized Cash Variance Procedures
- Assessment and Review Point of Sales system for all sales figures inventory analysis
- Programmed and monitored Telzon program for cycle counts, Seasonal Repacks, PO's, RTV's, and transfers
- Responsible for communications with Vendors, Corporate, and District/Regional associates

[2005-2008] Assistant Store Manager Ocean State Job Lots Danvers, MA

- Supervised staff of over 30 employees
- Reviewed financial reports to determine accuracy in product placement
- Supervised Manifest procedures for Planogram Compliance
- Supervised use of JDA Computer System for Transfers, Damage Returns and Recalls Warehouse and to stores
- Managed Planogram analysis concepts
- Assessed and analyzed inventory scenarios for efficient product placement
- Managed distribution of sales floor product allocations
- Coordinated inter-company transfer (RTW) and recalls of product among warehouses and other stores
- Maintained warehouse in full compliance with all Federal, State and local requirements
- Oversaw enforcement to compliance and regulations
- Responsible for all Cash and Credit Deposit Procedures

[2003-2005] PM Store Manager/Bakery Lead Shaw's Supermarkets Gorham, NH

- Trained and reviewed employees in multiple departments
- Reviewed financial reports to determine accuracy in store performance
- Utilized Telzon computer system for ordering and updating
- Monitored shipment allocation and physical inventory
- Daily use of MS Excel and Word for ordering and budget figures
- Supervised a staff of over 30 employees

[2000-2003] Banquet Services Coordinator Mount Washington Hotel & Resort Twin Mt., NH

- Assessed event requirements for applicable set up
- Supervised Banquet event set up, event progress, and break down.
- Facilitated event room floor plan and task delegation
- Handled event communications with customers and management
- Initiated Profit and Loss statements for post event analysis

[1998-2000] Machine Press Operator Swan Surfaces LLC Centralia, IL

- Lead Operator 2, 3, & 5-ton Compound Press
- Weighed fiberglass compound, solid press & semi solid compound
- Distributed compound to heated and timed press
- Monitored heated plate oil output and temperature controls
- Operated air sander to help finish product
- Operated air press drill to add screw bits
- Finish product with resin additive

Skills

SAP, Delta V, MRM/CRM (MRP/ERP), Aspen Scheduling, Orchestrate Scheduling, Microsoft Office (Outlook, Word, Excel, Powerpoint), Forklift Operation License, Trackwise, Sharepoint, DMS, WorkDay, Kronos, Telzon, Box Truck DOT License, Propane Service Certification, Biotech Gowning Procedure Certified, OSHA Food Safety Certification, Micros

Education

[98-00] NH Community Technical College Information Technology Certificate Completed