

Eddie English II

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SUMMARY OF QUALIFICATIONS

Mature, dedicated individual committed to making a profitable difference to a prolific company. A proven ability to adapt to protocol on multiple levels. Experienced in Manufacturing/Product Management/Medical/Supervisory/Social Services/Customer Service environments responding to a high volume of duties in a timely effective manner. Proficient in completion of tasks in concise way. Proven ability to read, analyze, and interpret medical dialect, technical procedures, manufacturing protocol, safety rules, forklift operation, and maintenance instructions to effectively present information and respond to questions from employees and/or managers of the organization.

- STRONG INTERPERSONAL, ANALYTICAL AND TIME MANAGEMENT SKILLS.
- DEMONSTRATED TIME MANAGEMENT SKILLS WITH A TRACK RECORD OF SUCCESS IN CONSISTENTLY COMPLETING TASKS ON TIME IN A HIGHLY DISTRACTABLE ENVIRONMENT.
- Effectual use of skills to develop sustainable working guidelines and achieve organization objectives.
- Strong work ethic, dependable, performs well within a team.
- Strong analytical skills in inventory maintenance, medical terminology and procedure, manufacturing SOP in all manner of aspects both machined and diagnosed.
- Trained in emergency response, system evaluation, efficient in supply and logistics planning, and HAZMAT handling.
- Certified with seven plus years in forklift experience.

HIGHLIGHTS OF ACCOMPLISHMENTS

Medical:

- Distribution of medical supplies and medical equipment to over three major hospitals in Rochester, N.Y.
- Distribution of medical supplies to hospitals, and to over 40,000 deployed and non-deployed soldiers in their units.
- Adheres to all environmental, health and safety SOP's, equipment, policies and procedures, including any department specific requirements.
- Follows safety regulations and reports safety violations to management.
- Monitor product quality through the performance of required Visual and Functional Testing. Adequately maintained a working knowledge of statistically based Sampling Plans and their applications.
- Promote continuous improvement through participation (i.e. team leader/facilitator or major contributor) in Process Management Team program.
- Responsible for data entry/management of nonconformance activities. Responsible for releasing product per standard operating procedure.
- Responsible for monthly and annual inventory of all medical supplies and equipment.

Fork Lift:

- Review and sufficient understanding of blueprints and specifications for machined and/or fabricated parts and components.
- Follows safety regulations and reports safety violations to management.
- Certified in using a pallet jack, electrical pallet jack, and fork lifts to pick and fill orders.
- Selected products for specific routes according to pick sheets. Unloaded, picked, staged and loaded products for shipping.
- Installed protective bracing, padding and strapping to prevent shifting and damage to items during transport.
- Used propane forklift to load trailers at warehouses of packed containers, and re-packed damaged containers.
- Loaded flatbed truck with medical supplies and equipment by forklift and hand truck.
- Conducted monthly, quarterly and yearly inventories of warehouse stock.

Manufacturing:

- Evaluate manufacturing processes by designing and conducting research programs; applying knowledge of product design, fabrication, assembly, tooling, and materials; conferring with equipment vendors; soliciting observations from operators. Improved manufacturing efficiency by analyzing and planning work flow, space requirements, and equipment layout. Consistently met quality/quantity production and distribution goals established by the department.
- Develop manufacturing processes by studying product requirements; researching, designing, modifying, and testing manufacturing methods and equipment; conferring with equipment vendors.

- Provide manufacturing decision-making information by calculating production, labor, and material costs; reviewing production schedules; estimating future requirements.

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EXPERIENCE

- 7 plus years of Medical
- 7 plus years of Forklift
- 7 plus years of Manufacturing
- Trained 30,000+ soldiers on Physical Security Safety and Standards in an Arms room
- Small Arms Repair Technician - **Camp Casey, Korea** (1998-2000)
- Managed and maintained accountability of 800+ weapons as an unit/company Armorer
- Repaired 1,000+ weapons on and off post/camp

PROFESSIONAL EXPERIENCE

TES Staffing/Rochester City School District- Rochester, NY

Teacher's Aide & Para-Educator

2017-Present

- Assist teacher with students and classroom studies
- Reinforce the instruction taught in the classroom
- Handle behavioral concerns with students and their parents
- Answering question and going over assignments as a class and individually

American Aerogel – Rochester, NY

9/2015-5/2016

Quality Inspector

- Visual inspections on products before they leave the production floor
- Work with blueprints and drawings to meet specifications for clients

Baxter International Medical Company Medina, NY

Evaluator

2014-2015

Consistently demonstrates self-motivation and the ability to think independently, impeccable knowledge of protocol, testing requirements, and effective communication across all departments and levels of management.

- Report inspection data into failure tracking system and completed testing when required.
- Performs audits of work areas for compliance with appropriate procedures.
- Responsible for gathering, analyzing, summarizing, and distributing process-relevant data as well as direct communication of discrepancies to appropriate supervisor.

Iroquois Job Corps Medina, NY

Independent Living Advisor

2013

Helped student/employees adjust to Center life and encouraged favorable relationships among dormitory residents while promoting a positive work environment through the use of good social skills and application of Core Values, Career Success Standards, and the Iroquois Minimum Standards.

- Provided individual guidance in close coordination with the Career Counselor, encouraged student/employee participation in the Recreation/Avocation Program, and assisted in leadership training and supervises Student Leaders.
- Responded promptly to illness, emotional trauma, interpersonal problems and/or maladjustment to Center life. Confronted negative behavior, re-enforces positive behavior, originates and possess required paperwork.
- Responsible for gathering, analyzing, summarizing, and distributing process-relevant data as well as direct communication of discrepancies to appropriate supervisor.
- Maintained a running log of events and significant incidents and briefs incoming shift and assisted in every effort necessary to achieve the Center's OMS goals and ensure that the Zero Tolerance Policy is strictly adhered to.

Saint Gobain Albion, NY

Machine Operator**January 2012 - April 2013**

Assure product and process quality by designing testing methods; testing finished product and process capabilities; establishing standards; confirming manufacturing processes.

- Prepare product and process reports by collecting, analyzing, and summarizing information and trends.
- Maintain product and process data base by writing computer programs; entering data.
- Complete design and development projects by training and guiding technicians.

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American Red Cross Henrietta, NY**Lab and Hospital Services Tech****October 2010- December 2012**

Manufactured, stored, and distributed blood products/samples. Operated, maintained, and performed quality control checks on equipment while ensuring adequate inventory of required supplies. Performed good inventory management practices throughout the manufacturing and shipping processes and consistently ensured products were suitable for release for distribution and are managed appropriately.

- Perform data entry and operate the computer programs associated with component production, labeling, storage, and shipping and maintained accurate, legible, and complete manufacturing department records.
- Performed quarantine and disposition of unacceptable products/samples, as well as customer service and/or inventory management as requested.
- Took management of sample tubes and performed routine tasks in a highly regulated environment and in accordance with established standard operating procedures under close supervision; duties may include any manufacturing processes from receipt of unprocessed blood through shipment of finished goods.

Owens And Minor Medical Distribution Company Rochester, NY**Hospital Services Specialist****August 2008 – September 2010**

Responsible for filling customer orders and delivering them to the delivery platform in a matter that meets company standards for safety, security, and productivity Prepare product and process reports by collecting, analyzing, and summarizing information and trends.

- Logged and filed classified documents, banded, wrapped, packaged and cleaned equipment and transported goods from racks, shelves and vehicles.
- Complete design and development projects by training and guiding technicians.
- Followed proper selection procedures as established by the company, worked at a rapid pace to meet tight deadlines, and resolved service issues in a timely manner, including coordinating and processing returns.

United States Army, USA**Medical Supply Tech/Small Arms and Artillery Repairer****August 2008 – September 2010**

Supervised soldiers on their job duties, social skills, appearance, and professionalism and helped soldiers to maintain a peaceful, productive, and positive work ethic in a stressful and hostile environment

- Managed accountability of controlled and non-controlled substances.
- Responsible for filling customer orders and delivering them to the delivery platform in a matter that meets company standards for safety, security, and productivity.
- Accountable for all keys and sensitive items in my arms room and all special tools for all stock items
- Maintain accountability of weapons in vault.

Ave D. Recreation Center Rochester, NY
Youth Advocate**July 1996 – September 1998**

Served and supervised snacks to supplement daily nutrition and reviewed and assisted with homework for children in 1st through 6th grade. Devised and selected activities to engage the children and assist with social interaction and growth.

- Supervised and provided games and other activities for children
- I help to plan summer activities for youth ages 6-13 years old
- Pool Monitor for youth swimming program

EDUCATION/TRAINING

- **Medical Logistics Academy of Health and Science Course Computer Fundamentals Course**, United States Army, USA
- **Combat Engineer Course Supply and Logistics Course**, United States Army, USA
- **Military Driving Course Electronics Course**, United States Army, USA
- **Small Arms Repair Technician Course Principals of Communications Course**, United States Army, USA
- **Combat Lifesaver Course**, United States Army, USA
- **Small Business Management Course**, United States Army, USA

ACHEIVMENTS

- **Army Commendation Medal, Army Achievement Medal (3)**, United States Army, USA
- **Good Conduct Medal (2), Global War On Terrorism Service**, United States Army, USA
- **Medal, Korea Defense Service Medal**, United States Army, USA
- **Medal, Korea Defense Service Medal**, United States Army, USA