

# EDWARD M. CORDONE

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## EMPLOYMENT HISTORY

### **Dura Medic - Mesa, AZ Account Services Representative 2016 - November 2019**

**August**

- Supply durable medical equipment (DME) products to contracted hospitals and medical centers in assigned territory.
- Daily counts of product at all facilities and stock locations
- Prepare purchase orders to send to vendors to resupply product
- Inspect incoming ordered items and perform data input in receiving software
- Prepare product to be stored at client facility and stock product in established storerooms, closets, cabinets.
- Interact with medical staff to ensure needed items are available and educate on their proper use.
- Ensure all needs of staff and facility are being met and to make any changes necessary to provide them with items needed.
- Educate facility staff and management on services and items provided as well as the proper completion of claims forms.
- Collect claim forms when product is used for patients and ensure all information is completed.
- Scan forms and submit digitally to company billing office.
- Maintain an 85% or higher compliance level on claims collected vs. product used.

### **Sonora Quest Laboratories - Tempe, AZ Receiving Area Warehouse Lead 2014 - March 2016**

**May**

- Oversee Receiving Team/Area's work function and flow to ensure daily completion of tasks.
- Update Receiving Area task board to reflect 'real time' status of daily workload.
- Assign incoming freight deliveries, department stock orders and other daily tasks to Supply Technicians to meet established turnaround time for completion and delivery to end user.
- Coordinate with customers to handle any emergency or non-routine orders, missing items, deliveries and pick-ups.
- Troubleshoot backordered stock items, out of stock items and stock discrepancies with warehouse manager
- Perform weekly stock count of various forms used by Information Technology Production department to print and distribute lab testing results and other information.
- Prepare and submit order for the IT department forms, verify upon receipt and stock in printing room.
- Perform periodic physical inventory counts, re-counts, count comparison, count data entry and discrepancy resolution.
- Prepare items for shipping via trucking companies by palletizing items, completing paperwork and arranging for pick-up.
- Process outgoing shipments for shipping via FedEx, as well as troubleshoot and track FedEx shipments.
- Maintain address database in FedEx Shipping Manager for clients, company owned/staffed locations and other recipients.
- Responsible for training staff assigned to the Receiving Team/Area.
- Accept incoming items from shipping and freight companies.
- Verify items through physical inspection, enclosed packing slip and PO's. Notate and troubleshoot any discrepancies or damage. Enter items received on PO's into receiving software
- Sort, mark and deliver items to end user or department.
- Place stock items in assigned warehouse locations
- Re-stock department supply carts by physical count, pulling and delivering items to various cart

locations.

- Pull and deliver department orders to end users.
- Certified to operate warehouse forklifts.
- Certified to sign Hazardous Waste Shipping Manifests.

**Sonora Quest Laboratories - Tempe, AZ**  
**Supply Technician I**  
**2014**

**March 2009 - May**

- Various warehouse functions related to receiving, stocking, record keeping and distribution of all materials.
- Perform periodic physical inventory counts.
- Accept incoming items from shipping and freight companies.
- Process all incoming shipments by verifying items through physical inspection, enclosed packing slip and PO's listed in materials management software. Notate and troubleshoot any discrepancies or damage and follow-up with appropriate buyer or supervisor. Perform 'Receiving Entry' in the receiving software of all items received via PO.
- Sort, mark and deliver items to end user or department.
- Place stock items in assigned warehouse locations.
- Re-stock department supply carts using inventory barcode scanner and stock clerk software to count items, create stock request order, pull items and deliver to various cart locations.
- Pull and deliver department orders to end users in accordance with established turnaround time.
- Process outgoing shipments for FedEx by using FedEx Shipping Manager software, including scale & label machine.
- Maintain address database in FedEx Shipping Manager for clients, company owned/staffed locations and other recipients.
- Troubleshoot and track FedEx shipments.
- Prepare items for shipping via trucking companies by palletizing items, completing paperwork and arranging for pick-up.
- Process orders accurately and timely using the REM Star Carousel by simultaneously pulling stock items for multiple orders.
- Use company truck to deliver items to hospitals, clients and company owned/staffed locations on established routes.
- Pull items and fill orders for clients, IOPs, hospitals and PSCs in accordance with established turnaround times.
- Label, sort and distribute completed orders to appropriate courier slots.
- Certified to operate warehouse forklifts.
- Certified to sign Hazardous Waste Shipping Manifests.

**Apria Healthcare - Phoenix, AZ**  
**Warehouse/Receiving Clerk**  
**March 2003**

**June 2001 -**

- Receiving and shipping of medical supplies, equipment, furniture, business forms and marketing materials for the Southwest Region.
- Verify the accuracy of shipments received using the vendor's shipping documents, physical inspection and JD Edwards Distribution Management software.
- Assist vendors and internal customers with problem solving and discrepancy resolution.
- Weekly reconciliation of the Invoiced Items Not Received report.
- Stocking product and inventory control of the warehouse
- Fill supply and equipment orders.

**PacifiCare of Arizona (formerly FHP of Arizona) - Phoenix, AZ**  
**Phoenix Courier (Office Services Associate II)**  
**1995 - November 1999**

**July**

- Pickup and delivery of inter-office mail, U.S. mail and other packages, boxes and equipment in the Phoenix metropolitan area at PacifiCare buildings and outside vendors.
- Management of the records retention system, including development of procedures and coordination of written and verbal requests from both internal associates and the records management vendor.
- Receiving of business forms
- Maintenance of assigned company vehicle
- Managing document shredding program
- Problem solving with internal and external customers.

**FHP of Arizona - Phoenix, AZ**  
**Warehouse Clerk (Materials Assistant II)**  
**January 1994 to July 1995**

- Receiving and shipping of medical supplies and equipment, furniture, business forms and marketing materials.
- Verify the accuracy of shipments received using the vendor's shipping documents, physical inspection and the NOVA ESI Materials Management System.
- Assist vendors and internal customers to meet their needs and expectations.
- Stocking product and inventory control of the warehouse.
- Fill supply and equipment orders

**EDUCATION**

Associate in Applied Science  
Internet/Intranet Web Development Technology  
Mesa Community College - 2007

Microsoft Certified Professional (MCP) - August 2000  
CompTIA A+ Certified Service Professional - June 2000

**COMPUTER SKILLS**

Brightree Inventory & Purchasing software, Med Flex Inventory & Purchasing software, Stock Clerk Inventory & Purchasing software, Fast Pic software, FedEx Shipping Manager software, Handheld Barcode Scanner and software, Microsoft Office, Outlook, Word, Excel, Power Point, Microsoft Windows Operating Systems, Linux Operating System, NOVA ESI Materials Management System, JD Edwards Inventory Management System, HTML programming and website design.

**REFERENCES** Available upon request