

Emmanuel Mieleles

Lawrence, MA 01841

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6032609547

- Experience in working with SAP MM/SD
- Experience in working in a fast-paced FDA/ISO regulated environment
- Experience in working with MS Excel and Outlook
- Excellent attention to detail and minimal error rate
- Excellent organizational skills and ability to multi-task effectively
- experience in a warehouse distribution environment
- Good communication and organizational skills
- Strong attention to detail, cleanliness, accuracy and implemented structures

Authorized to work in the US for any employer

Work Experience

Warehouse Lead

Straumann Group - Andover, MA

October 2017 to Present

- Cooperate with immediate Supervisor in the daily NAM process and activities such as pick-pack-ship and dock management
- Ensure that all customers orders placed by 7pm will be processed and shipped same day
- Support immediate Supervisor in planning and management of all resources of the warehouse pertaining to Quality Compliance
- Monitor departmental objectives as related to productivity, schedules, efficiency, accuracy and quality
- Ensure the cleanliness, working conditions and safety of all allocated resources within the warehouse and shipping dock are maintained
- Strive to minimize/eliminate errors in warehouse operations
- Organize, structure and conduct goods receipt of product delivered to the warehouse according to established procedures
- Ensure supply of packaging material
- Assist with root cause analysis and containment opportunities
- Motivate team members to improve performance and promote teamwork
- Train new employees on departmental procedures
- Create daily cycle count sheet
- Manage a team of 35 employee
- Used dolly
- Ensured that all merchandise counts were in order
- Took orders and packed items for customer deliveries

Warehouse Associate

Transtar Industries - New Hampshire

December 2015 to September 2017

- Separate, label and verify the count of incoming freight deliveries.

- Stock and maintain warehouse inventory.
- Locate and pull stock for outgoing deliveries.
- Package finished product for shipping (shrink wrapping, boxing, and labeling).
- Use the computer system to locate products and stock incoming deliveries.
- Clean and maintain work area.
- Shipping and Receiving responsibilities.
- Other duties as assigned by supervisor.

Landscaping

Tompskin landscaping - Lawrence, MA

December 2015 to March 2016

Seasonal

Sales Associate

Kirby Corporation

January 2015 to June 2015

- Educate customers
- Direct sales to families and individuals
- Enter and maintain customer information within our database
- Meet and exceed weekly, monthly, quarterly, and annual sales goals
- Provide valuable strategy and information to improve sales and customer satisfaction

Education

High school diploma

Lawrence High School

Skills

- Shipping & Receiving
- Order Picking
- Pallet Jack (7 years)
- Warehouse Experience (7 years)
- Landscape Maintenance
- Packaging
- CRM Software (4 years)
- RF Scanner
- Logistics
- Order Picker (7 years)
- Materials Handling
- SAP (5 years)
- Warehouse Management (4 years)
- Microsoft Excel (3 years)
- Warehouse Distribution Experience

Languages

- English - Fluent

Awards

Operation of Excellence Award

May 2021