

James Lane Mueller

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To utilize 19 years' of experience in the warehouse/logistics field that allows me to contribute to the success of a company and continue to expand my knowledge.

Material Management Supervisor, Tolmar Inc.

03/2016-02/2020

- Supervise the on-the-floor operations of our cGMP facility including receiving, shipping, and kitting. Oversee cycle count process to ensure accuracy and control of inventory volumes. Built a team, provided necessary training and ongoing coaching, discipline and recognition of direct staff, including performing annual performance reviews. Coordinated the daily activities with staff to ensure that all tasks were completed and compliant with applicable procedures. Managed disposition of GMP Raw materials. Understood and implemented safety procedures and GMP's. Assisted the Materials Manager in establishing or updating standard operating procedures (SOP's) as required and processed controls to obtain and maintain an efficient and effective department. Investigated and resolved problems by identifying root cause and proposing process improvements through clear communication to senior management. Attended, participated and contributed during team meetings in the absence of the Materials Manager. Took corrective action to bring about required changes using change control procedures. Other duties as assigned by Materials Manager.

Material Handler II, Tolmar Inc.

03/2015-02/2016

Verify quantities, lot numbers, part numbers against documentation; Issue and move supplies from the warehouse to meet manufacturing and intra-company requirements; stage and assist in raw material dispensing; verify and receive materials from manufacturer; document material transactions in a timely manner in a computerized system; investigate inventory discrepancies; prepare pharmaceutical product for shipment to manufacturers, clinical sites, and customers both domestically and internationally;

**Receiving Area Manager, Wal-mart
Distribution Center**

06/2001-10/2013

Started as an unloader, advanced to receiving area supervisor, then to Receiving Area Manager. Label freight for warehouse placement; manage freight deliveries coming in and going out of warehouse; directed trailers to dock doors; assisted area manager with employee evaluations; directed 25 FTEs including but not limited to: unloaders, slotters, PE drivers; monitored and managed productivity of receiving area; maintain quality and safety standards; supervise and develop associates into leaders via monthly evaluations; identify associate, customer, and supplier concerns; communicate verbally and in writing with associates, customers, and suppliers

Highland High School

Bakersfield, CA

08/1988-05/1992

Diploma

Provided upon request