

# JAMES MULLENER

Chandler, AZ 85226

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480-455-9491

## Work Experience

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VB Cosmetics | Receiving-Chandler, AZ

August 2021 to May 2024

- Unpack and examine incoming shipments, reject damaged items, record shortages, and correspond with Purchasing department to rectify damages and shortages
- Enter and maintain accurate inventory of materials and supplies in syspro & ERP software
- Keep area neat and orderly, products properly labeled, dated and rotated, fifo
- Perform annual inventory, weekly cycle counts adjust inventory if cycle count is off.
- receive raw materials check C of A and SDS for accuracy make receiving inspection forms.

### **Material Handler**

Tech Data-Chandler, AZ

December 2019 to September 2020

- Order picking, staging and processing inventory, Transport materials and product from, to, and within department assigned
- Verifies part numbers, quantities, and purchase order information against packing slips

### **Dexcom**

Shipping-Mesa, AZ

February 2019 to October 2019

- Inspected assembled items and verified amounts to ensure compliance with specifications.
- Pulled, Sorted and processed outgoing shipments then prepared shipments using Fedex software combine partial loads to create full multi-stop truck loads on LTL shipments
- Read shipping orders to determine quantity and type of transportation needed.

Ultra Clean Technology | Kitting and Boxing-Phoenix, AZ

January 2012 to November 2018

- Informed customers about shipping dates, anticipated delays and any additional information needed by customers, using email or telephone.
- Examined Textured surfaces for scratches, stains, chips on surfaces,
- checked specific parts for specified protective coating and ports and vents for required sealing against entrance of dust, dirt and foreign material.
- Read labels, tags, identification plates and scribes markings to ensure that items, such as serial and part numbers, corresponded.

## **Shipping/Electronics Assembler**

Quantum-Colorado Springs, CO

March 2004 to October 2011

- Examined contents and compared with records, such as manifests, invoices, and orders, to verify accuracy of incoming and outgoing shipment. experience with UPS, Fed ex, DHL, USPS, Expeditors software
- Loading and unloading pallets onto trucks using variety of powered equipment such as fork lifts, swing reach lifts, rider pallet jacks.
- Processed orders for buyers using different software programs pulled and stocked parts with similar part numbers accurately.
- Electronics assembler i have knowledge in reading and interpreting schematics, determine materials requirements for assembly, Assemble electronics systems wiring using common hand tools and power tools.

## **Pharmacy Technician**

Express Scripts-Tampa, FL

April 1996 to December 2003

- Preparing new prescription and refill requests for patients
- Dispensing medication to patients per the prescription, or provider's orders
- Organizes medications to dispense by reading medication orders and prescriptions, preparing labels, calculating quantities
- Reviewing patients' new medication orders and comparing them to medications patients are already taking

## Education

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### **H.S. Diploma**

Grapevine High School - Grapevine, TX

January 1998 to December 1998

### **A.S. in Telecommunications**

ATC - Los Angeles, CA

January 1993 to July 1995

## Skills

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- Communication skills
- Heavy lifting
- RF scanner
- Plumbing
- Construction
- HVAC
- Forklift

- English
- Time management
- Load & unload

## Certifications and Licenses

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### **Forklift Certification**

Present

### **Driver's License**