

Kenneth Washington

Rocky Mount, NC 27801

knthwash752_qmv@indeedemail.com

+1 252 469 3179

Professional Summary

- PC literate with working knowledge of MS Office Suite, Lotus Notes and Millennium Inventory Management Software, ERP Systems, Warehouse Management Systems (WMS)

- Knowledge of cGMP

Authorized to work in the US for any employer

Work Experience

Warehouse Supervisor

Reser's Fine Foods-Roanoke Rapids, NC

March 2021 to Present

.Oversee all incoming shipments Document all items shipped ,received , or transferred to and from the operations warehouse. communicate with vendors , trucking companies and the procurement team to maintain timely shipping schedules .

,

Assist in the inspection of received material ,inventory discrepancies ,adjustments, and the timely processing of freight claims.

Generate and distribute all management reports communicated by warehouse manager.Confirm shipments , LTL freight ,FED and ups shipments .

Compile reports on various aspects of change in inventory , find sort or move goods between different areas of the warehouse. also the release of material to production management of two shifts and 15 employees, working with sales team to return product or RMA s, transfer of goods to onsite warehouse and completion of all shipping paperwork and management of two shifts with ten employees total

Warehouse Supervisor

Neximmune Bio-Gaithersburg, MD

September 2019 to June 2021

Warehouse Supervisor September 2019-February 2021.

- Load and unload vehicles ensuring strict attention to detail while counting, inspecting and routing materials to proper temperature-controlled storage.
- Routinely perform error free receipt of goods
- Create, perform and execute cycle counts .
- Safely package, document and store bio-hazardous waste according to procedure.
- Assist team lead, supervisors and managers to meet and exceed internal customer requirements.
- Provide support and guidance to team members with less experience and job skills.
- Provide superior support to meet and exceed external customer expectations by supporting order fulfillment accuracy of orders completed and on time delivery metrics.
- Understand and assist to provide the cost of quality or lack of quality value.
- Participate and perform value stream mapping exercises with cross functional teams for process improvement.

- Trouble shooting and responding promptly to inventory issues, and fielding inventory inquiries by way of email.
- Assist in the logistics of the scheduling deliveries and pickups of product from both internal and external customers.

Receiving Supervisor

Compass Group USA-Gaithersburg, MD

July 2017 to August 2019

- Supports, encourages and complies with all company policies and procedures including Quality, Environmental, Health and Safety
- Responsible for ordering and receiving of supplies, communicate with our vendors for any discrepancies in product.
- Responsible to maintain the organization for a better flow and delivery of final product to their destination.
- Ensures team follows SOP and GMP.
- Monitors all equipment & ensures timely repairs.
- Measure and report the effectiveness of warehousing activities and employee's performance.
- Communicates the long-term vision, sets the daily morale of the team & leads by example.
- Coaches and trains employees to provide consistent execution & exemplary service.
- Advises and instructs subordinates in all aspects of work and in the safe operation of the equipment and machinery necessary to this position.
- Knows location and arrangement of stock and to plan layout of stockroom, warehouse, and other storage areas, considering turnover, size, weight, and related factors of items stored.

Warehouse Team Leader

TEVA Pharmaceuticals-Rockville, MD

November 2013 to May 2017

- Physically receive, inspect, and process GMP and non-GMP deliveries
- Shipment of all packages including clinical and preclinical materials, and vendor returns
- Downloaded temperature information from temperature controlled shipments into Oracle
- Shipment of hazardous materials and some international shipments
- Work with senior materials management staff to maintain accurate inventory of all materials
- Compliance with GLP, GMP, and OSHA regulations in all aspects of materials management
- Process and maintenance of all material transactions in the company's database
- Work with Finance/Supply Chain Management to ensure Materials Management documentation is accurate and up to date
- Delivery of mail and packages to all end users
- Maintenance of security policies surrounding the company's dock and inventory
- Inventory management on everything used in production
- Distribution of material used in manufacturing
- Other duties as assigned

Warehouse Lead Person

GRANUTEC PHARMACEUTICALS-Wilson, NC

May 2010 to December 2012

- Supervised and directed 15 staff members to effectively meet production requirements
- Hired, terminated, trained, and evaluated as many as 30 employees throughout career
- Prepared and submitted weekly timesheets for payroll processing
- Maintained and oversaw ordering, scheduling and inventory levels

- Coordinated daily receiving, transporting and order filling
- Provided weekly reports to senior management team to provide status of warehouse operations
- Ensured customer satisfaction by meeting all demands
- Utilized forklifts to transport finished material to proper location
- Enforced company policies and procedures
- Restricted access to only authorized personnel to maintain proper security

Receiving Clerk

EON PHARMACEUTICALS, Shipping

January 2003 to December 2007

- Received raw materials
- Took temperatures off of trailers
- Took samples of raw materials to quality
- Enter information into SAP regarding quality and quantity
- Putting material away
- Pulled material to be shipped
- Completed all the paperwork for shipping
- Compared invoices to ensure shipment integrity
- Investigated discrepancies and corrected errors

Education

GED

Edgecombe Community College - Rocky Mount, NC

1992

Skills

- Logistics
- Forklift
- Osha
- Warehouse Associate
- Warehousing
- Hazmat
- CGMP
- Supply Chain
- GLP
- ERP Systems
- Warehouse Management
- Warehouse Supervisor Experience
- Materials Management
- Warehouse Management System
- SAP

- Management
- Forklift
- Warehouse experience
- Materials handling
- Supervising experience
- Warehouse management system
- Warehouse management
- Leadership
- Warehouse supervisor experience
- Order picker

Certifications and Licenses

IATA Certification

Forklift Certification

Pallet Jack Certification