

Kevin Bradley

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I am a Motivated and organized individual seeking a position with the opportunity for growth and development. A great team player who has the willingness to contribute to the overall success of the team.

Authorized to work in the US for any employer

Work Experience

Distribution Coordinator

International Vitamin Corporation - Philadelphia, PA

September 2022 to Present

I am responsible for everything that gets shipped out the warehouse as well as the corresponding documents that go with each shipment. I Use oracle systems to transfer inventory being sent to its designated warehouse. I Create bill of ladings, packing slips And collect all other needed paperwork. I Use Microsoft Teams and outlook to send paperwork to respective parties, respond to requests, send requests for trucks, and verify inventory details.

Production Line Leader

PCI Pharma Services - Philadelphia, PA

December 2020 to June 2022

I am assigned to a production room and attend a meeting at 7:45am to discuss the current status of the rooms individually. This will be a running room with a cumulative total produced, a room that needs to be cleaned/ what is left to complete the cleaning, or a room that needs to be set up to get the first packed good of the run. After establishing the status of my room I commit to a goal. The room is assigned a mechanic and an operator, I am responsible for getting the packers for my room after the meeting. Once my room is fully staffed, I can begin reading the safety equipment needed and the procedure for the drug we are packing in this room to my staff. This information is apart of a batch record. The batch record is a binder that holds all the approved information for the drug, all packaging procedures and all documentation for that packaging run.

My core responsibilities are documenting asset numbers for each machine in the room. Verifying room temperature and humidity. verifying each item used in this packaging run arrive at the room with a JDE label. Verify the JDE labels have the corresponding information with the batch record and document the date, quantity, and lot number in the batch record. Document names of all personnel entering the room. Hourly inspection on packed goods inspecting the drug, serialized information, and overall integrity. Document inspection results, shift and cumulative totals. Document Reconciliation of packed goods. Document samples pulled from beginning middle and end of packaging run. Document daily production and rejects. Document that you reviewed all documented information in the batch record and it is correct with no missing entries. Recover product rejected from the machines based on product recovery procedures. Communicate to supervisor if your running room is down and you need support to get it running again.

I attend a meeting at 3:45pm to inform the next shifts' line leaders of the current status of my room. I will discuss room mechanical issues if I do not meet my production goal.

General Warehouse Associate

Marshall's Distribution Center Warehouse - Philadelphia, PA

July 2019 to September 2020

My schedule was 12hrs, Fri- Sun. Job duties were to move 100 boxes an hr, up to 50 lbs each off a truck, onto pallets. I used a computer and printer device to print locator scan slips for the corresponding pallets. Performance is calculated and I was happy to maintain a high level of efficiency.

Inventory Associate

Eastern Surplus & Equipment - Philadelphia, PA

July 2018 to July 2019

Identify military truck parts, specify what they do/ are for, and add them to inventory on company website (Take, edit and upload photos. Input detailed information in appropriate format) as well as in corresponding warehouse location. Parts could be identified through a quick web search of the part number. After a few months, I could identify military parts and what truck they fit faster with a physical analysis (color, material made from, dimensions etc..). I gained experience using Picasa, Microsoft Word and Excel. I have received two raises for my dedication to learn.

Sales Associate

Macys - Philadelphia, PA

January 2017 to January 2018

I was a fine jewelry sales associate competing for commission. Communication is very important in this field and I love to talk with customers. I used a register, stocked, cleaned and helped the receiving team.

Customer Service Representative

Speedway, LLC. - Philadelphia, PA

December 2015 to November 2016

Provide outstanding customer service getting desired items and desired gas. As the safety captain, a title earned, I did monthly safety checklist on the entire store. Daily worksheet to ensure all duties were done in my shift. Maintain a Clean environment inside and outside while being the only worker there.

Education

None in Business Administration

Community College of Philadelphia - Philadelphia, PA

September 2013 to January 2015

Diploma

Northeast High school

2009 to 2013

Skills

- CASHIER (5 years)

- CUSTOMER SERVICE (5 years)
- INVENTORY CLERK (1 year)
- WAREHOUSE ASSOCIATE (2 years)
- Pallet Jack
- Warehouse Distribution Experience
- Shipping & Receiving
- JD Edwards
- Packaging
- Data collection
- Windows
- CGMP (2 years)
- Merchandising

Assessments

Call center customer service — Proficient

August 2022

Demonstrating customer service skills in a call center setting

Full results: [Proficient](#)

Work style: Reliability — Proficient

August 2022

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

SKILLS

- Work well with customers and co-workers
- Professional attitude in the work place
- Proficiency in PowerPoint, Excel, Word, and Outlook
- Quick learner and eager to accept challenges