

KEVIN MITCHELL

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OBJECTIVE

Dynamic and devoted professional with over two years of experience in biopharmaceutical materials and manufacturing in addition to prior warehouse and inventory positions. Proven ability to build strong rapport, display thoroughness, and exhibit steady reliability. As a passionate and hardworking individual who values family and work-life balance, I am looking to contribute my enthusiasm, efficiency, and loyalty to a team who I can forge a long-term career with and make a meaningful impact.

EXPERIENCE

January 2024 – July 2024

Materials Coordinator • Umoja Biopharma

- Stocking, inventory management, and data entry for materials to support pre-clinical/ tox/ engineering and GMP manufacturing activities.
- Accurate and timely receipt and processing of GMP and non-GMP materials.
- Pick and prepare items for daily usage by Manufacturing department both physically and in ERP (SAP) system.
- Maintain a safe, clean, and orderly warehouse in support of manufacturing activity.
- Overseeing Raw Material kitting and transfer.
- Cycle counting warehouse inventory and maintaining high accuracy.
- Operating the warehouse according to Umoja SOPs and Quality Systems.
- Recognized for exceeding expectations and responding to multiple crises during site start up.
- Preparation of master cell bank for manufacturing final fill.
- Experience in handling cold chain material in -2-8, -20, and -80 degrees Celsius.
- Cryogenic storage and material handling.

November 2021 – November 2023

Manufacturing Chemist and Materials Handler • Agilent Technologies

- Write and revise SOP's according to regulatory and procedural guidelines.
- Work with validation and engineering personnel to validate new equipment and facilities.
- Work with manufacturing management and quality to resolve manufacturing problems.
- Maintain, calibrate, and troubleshoot critical process equipment.
- Actively involved in the manufacturing of Oglionucleotide API's in a GMP environment.
- Receiving inspection for incoming materials according to standard procedures and/or specifications.
- Label and store materials according to their status within our quality system.
- Transact inventory using company's ERP (SAP) system.
- Package and process shipping of materials as required.

CERTIFICATIONS

- FORKLIFT CERTIFIED
- DOT HAZMAT GROUND SHIPPING CERTIFICATION
- IATA HAZMAT AIR SHIPPING CERTIFICATION

KEY SKILLS

- GMP & GDP TRAINED
- ADHERE TO FDA STANDARDS
- ELECTRICAL PALLET JACK OPERATION
- SAP INVENTORY MANAGEMENT SOFTWARE EXPERIENCE
- HIGH ATTENTION TO DETAIL
- EXCELLENT COMMUNICATION SKILLS
- PROFICIENT WITH MICROSOFT OFFICE SUITE

EDUCATION

- LONGMONT HIGHSCHOOL
Longmont, CO
- OTERO COLLEGE
La Junta, CO
- NORTHWEST COLLEGE
SCHOOL OF BEAUTY
Springfield, OR

REFERENCES

AVAILABLE UPON REQUEST

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- Discard expired materials while adhering to safety practices.
 - Perform scheduled cycle count tasks and participate in inventory count activities as required.
 - Pick, prepare and return items for daily usage by Manufacturing department both physically and in ERP (SAP) system.

Experience Prior to November 2021

Warehouse Associate • WinAir Inc.

Production Associate • Planet Cyclery

Dry Goods Selector • McLane Inc.

Security Officer • G4S Solutions/Allied Universal