

Malovy On

Lynn, MA 01904

malovyon4_dof@indeedemail.com

+1 781 816 0844

Dependable and hardworking warehouse associate with 5+ years in the logistics field. Excellent time management, equipment operation and teamwork abilities with excellent materials handling, storage management and shipment preparation. Seeking a full-time position where I can utilize my skills and experience of overseeing activity in a warehouse. Also have some mechanical/automotive technician experience as it is my hobby on my free time.

Authorized to work in the US for any employer

Work Experience

Warehouse Associate/Logistic Specialist

Nanoramic Laboratories - Wakefield, MA

October 2022 to July 2023

- Processing, packaging, and shipping orders for deliveries/pickups accurately
- Ensuring that stocks and inventory are well-organized
- Update logs and documentation for inventory processing
- Receiving, sorting, organizing, and arranging inventory items appropriately
- Move chemicals and RM into the warehouse/storage area
- Handle HAZMAT in compliance with state regulations
- Implement health and safety regulations practices in the warehouse
- Fulfill International & Domestic shipments

Administrator III Logistics/Material Handler

Microchip Technology - Beverly, MA

February 2022 to August 2022

- Perform physical and administrative task in receiving, shipping, storing and distributing orders/material to the production floor.
- Packing products for shipment to customers, producing the documentation that is required for export compliance.
- Inventory count
- Kitting/Material handling
- Kanban system
- Oracle ERP system

Warehouse Associate/Shipping & Receiving

DHB Enterprises LLC - Middleton, MA

June 2021 to October 2021

- E-Commerce Business Selling A Wide Variety Of Products
- Receiving Pallets & Boxes From UPS, FedEx, & Freight Companies
- Match & Count Quantities Received Against Purchase Orders
- Add Cost/Create Shipments

- Distribute/Ship Products
- Pick & Packaging Orders
- Labelling, Bagging, Bubble Wrapping, & Boxing Products
- Stowing Products/Inventory In Correct Locations
- Processing Returns
- Operate Pallet Jack Safely
- Warehouse Maintenance/Cleaning

Logistics Specialist

ABIOMED - Danvers, MA

August 2018 to December 2019

- Welcome/Greet Delivery Trucks
- Receive incoming deliveries (FedEx/UPS/ETC.)
- Unpack and check incoming materials and supplies against documentation
- Sort and count materials, supplies and finished goods
- Receive supplies/materials into SAP inventory database
- Prepare materials for use in clean room
- Materials distribution and issuance
- Fulfill International & Domestic shipments (Using Fedex/Ups Etc.)
- Performed kitting, labeling, or other duties prior to shipping products
- Prepare necessary documents for shipping goods
- Pick & pack orders for shipment
- GMP Environment
- Operating Pallet Jack safety
- Team Player + Keep a clean and safe working environment

Warehouse Worker/Shipping and Receiving

Promax - Woburn, MA

February 2016 to July 2018

- Greet/Welcome Delivery Trucks
- Shipping & Receiving Associate
- Inventory Control
- Basic Computer Use
- Unloading/Unpacking Materials
- Verifying Products/Assemble boxes
- Prepare Shipments/Weighing Products
- Prepare and Complete Orders for Delivery
- Shipping Labels(Fedex/UPS)
- Load, Pack, Wrap, Label Pallets/Packages
- Operated Pallet Jack Safely
- Safe & Clean Working Environment

Warehouse Associate/Order Filler

New England Coffee - Wilmington, MA

April 2013 to November 2015

- Managed Pick Ticket Orders
- Pull Orders From Inventory
- Picking Orders, Verifying Content

- Shrink Wrapping Pallets, If Needed
- Stage Orders Correctly For Trucks
- Load Trucks With The Assigned Order For Their Routes
- Forklift/Pallet Jack Experience
- RF Scanner/Managed Inventory Accurately
- Keep Clean & Safe Working Environment

Education

GED

Massachusetts

Skills

- SAP
- UPS
- Logistics
- Kanban
- Loading and unloading
- Strong teamwork & communication abilities
- 5S
- GMP
- RF Scanner
- Materials Handling
- Excellent attention to detail & Organization skills
- SAP
- Warehouse Experience
- Mechanical knowledge
- Forklift
- Pallet Jack
- Oracle
- ERP systems
- Order picking & packaging
- Domestic & International Shipments
- Microsoft Office
- FedEx Ship Manager
- Customer Service
- Shipping & Receiving
- Inventory management

Certifications and Licenses

Driver's License