

# Mitchell Saunders

Los Angeles, CA

[mleo.saunders@gmail.com](mailto:mleo.saunders@gmail.com)

+1 323 687 4445

Solution-driven warehouse material handler offering 10 years of exceptional experience in warehouse operations.

Committed to safety and cleanliness in workplace, dedicated to learning new skills and accepting tasks with increased responsibility. Possesses a successful track record of accuracy, professional attitude while maintaining positive work culture within work environments.

Authorized to work in the US for any employer

## Work Experience

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### **Senior Material Handler**

Industrial Staffing Services/PerkinElmer - Valencia, CA

November 2020 to June 2022

- Managed warehouse inventory for PerkinElmer CLIA licensed and CAP accredited Valencia Branch Laboratory.
- Stock all PPE stations, deliver lab supplies to all labs requested by lab personnel for COVID-19 testing. Follow proper gowning procedure prior to entering labs.
- Utilized SAP materials management system to manage all inventory, lab requisitions, inbound, outbound shipments. Daily cycle counts.
- Communicate with team members via MS Outlook, MS Teams. Update freezer logs, chemagic kit rooms, ethanol rooms, lysis buffer flammable cabinets. Excel spreadsheet of lab requests, maintain FIFO.
- Performed removal of hazardous waste drums from extraction lab using forklift, transport to outdoor designated area.
- Occasionally assist accessioning lab with counting incoming specimen samples. Separate dry swabs from wet swabs.

### **Meter Installer/Data Entry**

Professional Meters Inc - Santa Cruz, CA

January 2020 to November 2020

- Completed installation of new smart water meters for Soquel Creek Water District. 30-50 meters daily, 30,000 total.
- Performed data entry while installing residential water meters, recorded addresses, meter serial numbers, meter reads.
- Ensured customer inquiries in the field were met and answered professionally.
- Report repair issues, leaks, high consumption to management.
- Assisted management with discrepancy reports, verify duplicate meter addresses.
- Receive incoming meters in warehouse, inspect, count, stock inventory.

### **Executive Assistant**

Atlantic Vape Supply - Canoga Park, CA

April 2018 to December 2019

- Managed the creation of E-liquid, CBD oil.
- Follow strict FDA recipe for flavors while precisely filling, mixing components, nicotine into graduated cylinder to proper milliliter mark.
- Drain each mixture from cylinder into separate bottles, 30ml or 100ml bottles. Orders between 5-5,000 bottles.
- Receive customer orders from Duo plane, E-commerce drop shipping website, ship orders via stamps.com, UPS.
- Cycle count, enter count reports into excel for company purchasing records.
- Assisted owners with new website creation, new flavors, new product labels.

### **Data Entry/Analysis**

Professional Meters Inc - Morris, IL

May 2012 to March 2018

- Properly set up route for union plumbers, for water meter installation process.
- Accurately input data from old meters, new smart water meters while plumber completes installation process, e.g., addresses for billing, serial numbers, meter size, meter consumption.
- Install 20-30+ meters per day as requested by city. Assist management with error reports, in office clerical tasks.
- End of day clean up, restock work trucks with proper supplies, products for timely next day start.

## Education

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### **Some college in Architectural Technology**

The Art Institute of California - Hollywood, CA

2018

### **High School diploma**

Plainfield East high school - Plainfield, IL

2012

## Skills

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- Materials management
- Data entry
- Microsoft Outlook
- Stocking
- SAP
- Microsoft Word
- Laboratory experience
- Microsoft Excel
- E-commerce
- Warehouse management
- Materials handling
- Organizational skills
- Packaging

- Adobe Photoshop
- Forklift
- Warehouse experience
- SAP Materials Management

## Certifications and Licenses

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### **Forklift Certification**