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OBJECTIVE

Reliable and hardworking logistics professional with over ten years of experience seeking a position as a warehouse associate. Where I can process orders, employ proper shipping protocols and manage inventory

EDUCATION

GED

SUMMARY OF QUALIFICATIONS

- Reliable and hardworking coordination professional with over ten years of experience seeking a position as a warehouse associate. Where I can process orders, employ proper shipping protocols, and manage inventory.
- Over 5 years' experience working in GMP Warehouse facility managing temperature control good, shipping, receiving, loading, unloading and using Forklift.
- Over 10 years direct experience in shipping & receiving clerk capacity, comprehensive knowledge of inventory control and warehouse operations, in-depth knowledge of processing shipments by means of database, checking in drivers to keep an update of materials in transit and order follow ups
- Thorough understanding of operating forklift trucks, pneumatic nail guns, and miscellaneous power equipment
- Knowledge of utilizing Fed-Ex, Ups systems and various Freight forwarders
- Experience user of MS Word, Excel and Outlook
- Good written and verbal communication skills.

SKILLS

ERP Systems, SAP, Supply Chain, Inventory Management, Manufacturing, Logistics, Order Picking, Data Warehouse, Quality Assurance, GMP Warehousing, Temperature control facility, forklift, pallet jack.

WORK EXPERIENCE

Kasalis

6/2017 – 2/2022 Burlington, MA

GMP Warehouse Associates

- Enters relevant data into specific ERP programs such as SAP
- Performs clerical duties related to the allocation, distribution, substitution and administration of materials in inventory, warehouse or stock
- Creates and submit reports to management on requested relevant materials
- Track inventory discrepancies and relays information to area supervisor or manager

- Interacts with customers on material issues such as material shortage or an ETA
- Analyzes material data and submit necessary recommendations to area supervisor or manager
- Helping the manufacturing floor with sub-assemblies, Assembling fixtures, Building AC/DC panels using blueprints
- May perform other duties and responsibilities as assigned

Mitralign

4/2016 – 5/2017 Tewksbury, MA

GMP Warehouse Associates / Shipping / Receiving & Cleanroom Assembly

- Perform inbound and outbound paperwork's
- Receiving parts and putting them in to inventory, Data entries
- Daily cycle counts
- Assembled products using hand tools and operated various machines.
- Helping the manufacturing team in some light assemblies in the clean room
- Inspected parts assemblies to make sure it meets quality standards
- Report all problems to group leader and management team

Princeton Instruments

10/2014– 4/2016 Acton, MA

Inventory Controls Coordinator

- Perform inbound and outbound paperwork's
- Prepare bills of lading, check items to be shipped against work orders to ascertain that quantities, destination, and routing are correct.
- Receive and unload incoming materials and compares information on packing slip with purchase order to verify accuracy of shipment, may process return shipments from customers.
- Sort, counts, package, label, insure, unpack, and log inventory which is shipped.
- Inspect shipments for damages or defects, record discrepancies or damages and notify supervisor and/or purchasing personnel.
- Deliver items to requisitioning departments and obtain authorized signatures for accepted items.
- Trace lost shipments and/or customer claims of lost shipments, initiate proof of delivery documents.
- Operate dolly, pallet jack, and/or forklift in loading and unloading supplies and equipment, operate shrink-wrap machine
- Maintaining accurate inventory counts by conducting weekly counts.
- Utilized computer programs to carefully track inventory on hand and inventory needs.

Mitralign

10/2012– 9/2014 Tewksbury, MA

GMP Warehouse Associates / Shipping / Receiving & Cleanroom Assembly

- Perform inbound and outbound paperwork's
- Receiving parts and putting them in to inventory
- Daily cycle counts
- Data entries

- Assembled products using hand tools and operated various machines.
- Inspected parts assemblies to meet quality standards
- Report all problems to group leader and management team

Win Enterprise

10/2007 – 7/2012 No. Andover, MA

Warehouse Manager

- In charge of all incoming and outgoing shipments
- Communicating with vendors and customers
- Interacting with different departments such as accounts receivable or accounts payable to fix any errors
- Scheduling pick-ups and making shipments through UPS Worldship, FedEx ShipManager and other shipping methods.
- In charge of warehouse inventory
- Incoming and outgoing inspections
- Data entries
- Maintain records for customer's final products, stored at WIN.

Assembly/Testing

- Perform assembly in the manufacturing of OEM Embedded Computer Systems.
- Test and troubleshoot at both the board and system levels. Program components and install customer bios per production instructions.
- Work with the Engineering Team during design, prototype, and release to manufacturing.

Ciena Corporation

1/2007-8/2007 Acton, MA

Shipping/Receiving

Phillips Medical System

7/2005-6/2006 Tewksbury, MA

Shipping/Receiving

Heilind Electronics

7/2003-4/2005 Hudson, NH

Shipping/Receiving

Machine Operator

REFERENCE

Available upon request