

RANDY P. WOODS

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SKILLS & EXPERTISE

- Comprehensive knowledge of Durable Medical Equipment (DME) Industry
- Solid DME supervisory experience with proven track record of performance managing service technicians
- Extensive background in supervising departmental tasks, including warehouse functions, on time and on budget
- Demonstrated effective leadership
- Proficient in multiple internal systems and programs, including Microsoft Office Suite, Citrix dispatching, Road Net mapping software
- Mastery of workplace equipment, i.e., manual, and electric Pallet Jack
- Maintained a neat, safe, and productive work environment
- Excellent written and verbal communication skills
- Strong interpersonal skills and capacity to build strong relationships with colleagues and customers at all levels
- Quick study and highly promotable

EXPERIENCE

APRIA HEALTH CARE | Oxnard, CA

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Transportation Lead

September 2010 – July 2020

- Initial position, PST (patient services technician)
- Promoted to the Transportation Lead position.
- Duties included, but not limited to, dispatching technicians to delivery locations, training all new technicians on all aspects of DME policies and procedures, including delivery, retrieval, service, auditing all paperwork
- Maintained my own driving responsibilities (i.e., DME deliveries and set ups, oxygen set ups and tank retrieval, etc.).
- Communicated with customers to inform of deliveries and procedures, ensuring all their needs were met in a timely and efficient manner.
- Assisted with cycle count and the receiving of shipments weekly, including matching of shipments to bill of lading, using JDE software. Also prepped items to ship out using JDE software.
- Assisted with moving received items to their location within the warehouse. Also involved in year-end inventory. Responsible for knowing all physical locations for all items in warehouse

UNEMPLOYED | Ventura, CA

April 2008 – September 2010

- Unemployed due to mass layoff and economic downturn and recession
- Provided support for elderly and ailing parent

KINETIC CONCEPTS, INC. | Oxnard, CA

Working Supervisor

October 2003 – April 2008

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- Responsible for all phases of operations pertaining to \$1M worth of Specialized Medical Equipment and the supplies pertaining to said equipment, including but not limited to the following:
 - o Scheduled all deliveries, pickups, service calls, and repairs for myself and staff to perform.
 - o Ordered equipment, parts, and supplies to ensure adequate quantities on hand
 - o Solely responsible for performing monthly inventory of equipment, parts, and supplies using company software. Consistently achieved accuracy above company expectations.
 - o Dealt directly with internal corporate as well as external auditor for surprise audits to ensure company, state, and Federal policies and procedures were always being adhered to as well as policies of OSHA, JCAHO, and the FDA.

EDUCATION

SANTA MONICA COLLEGE | Santa Monica, CA **General Studies**