

Ray Gaya

Boston, MA 02124

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Work Experience

Inventory Specialist

Drain Stars - Boston, MA

January 2021 to Present

- Communicated with clients on order fulfillment dates and customer service inquiries
- Maintained inventory count, timely and effective replacement of damaged or missing products

Warehouse Assistant Manager

WikiFoods - Hyde Park, MA

August 2018 to November 2019

- Managed inventory including ingredients, packages and paper goods.
- Received and billed the orders
- Operated fork lifts, hand and power jack.
- Matched PO's prior to shipment
- Fulfilled sample requests

Shipping and Receiving Clerk

Boston Baking - Hyde Park, MA

November 2017 to August 2018

- Received product for production
- Inspected and stored gluten free, allergen free/frozen products
- Examined trucks upon delivery for safety

Shipper/ Picker

N.E.O.S - Waltham, MA

October 2014 to March 2015

- Received incoming products
- Scanned and stored products on warehouse racks
- Made labels and stickers to identify products

Tissue Engineer

Tei Engineering - South Boston, MA

May 2013 to January 2014

- Operated in a pressurized clean room with 0% dust
- Managed confidential documents on a daily basis
- Handled various hazardous chemicals

Materials Control Clerk

Satcon Technology - MA

October 2011 to April 2012

- Managed inventory, cycle counts, and audits of power distribution materials
- Obtained parts lists essential to the production floor, select and organize materials (ex PC Boards, metal components, electronic interfaces, wiring, etc..) and issue requested parts into manufacturing process
- Received incoming materials, performed inspections, updated inventory quantities

Materials Clerk/Shipper/Receiver

Thermo Scientific - Cambridge, MA

August 2007 to June 2010

- Ship/Receive finished product using UPS/Fed-Ex/DHL systems, track products to ensure proper shipment, including proper packaging and labeling of final shipments
- Set up and operate packaging equipment
- Assembly of various kits which have multiple components
- Quality control inspection of finished goods
- Handled and distributed medical utensils such as vials, pipettes and gloves
- Work with hazardous chemicals using proper procedures and waste disposal methods
- Formulate products occasionally following written procedures
- Complete GMP ISO 9000 guidelines and writing standard operating procedures for each assignment

Education

High School Diploma

Boston High School - Boston, MA

Skills

- Familiar with variety of shipping systems and carriers. Certified Hazardous material handler. Experience in loading dock shipping, receiving, forklift operator, inspecting freights upon arrival .Computer skills in Finlie, Sap, Epicor, Microsoft Office.
- Food processing
- Quality Inspection
- Supply Chain
- Google Suite
- P&L Management
- Forklift
- Warehouse experience
- Shipping & receiving

Certifications and Licenses

Forklift Certification