

RICHARD KOLENDA

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CAREER EXPERIENCE

2015-2016 [Present] JESSICA'S BRICK OVEN BAKERY – NO. ANDOVER, MA
Regional wholesale artisan bread bakery

Shipping / Truck Driver [Nights]

- Verified and loaded orders onto trucks for overnight delivery to customers
- Delivered extended box truck loads across southern New England
- Replenished all production areas with ingredients and necessary tools
- Responsible for lot-controls on incoming and disbursed food items

2014-2015 CABOT COACH BUILDERS – HAVERHILL, MA
Manufacturer of custom stretch-limousines and media vans

Stockroom-Inventory Controller / Shuttle Driver

- Manage stockroom area and inventory levels
- Prepare mfg kits for assembly lines
- Create and maintain bills-of-material on inventory system
- Driver for vendor material pickups and shuttled completed vans to customers
- Created MSDS [HMIS] chemical data book for employee reference

2000-2006, 2009-2013 AVED ELECTRONICS, INC., LOWELL, MA.
Manufacturer/Distributor of custom cabling and battery assemblies

Shipping/Receiving (2000-2006) Contract Builder/Assembler (2009-2013: Re-Hire)

- Prepared and shipped international and domestic orders using AES and online shipping applications, LTL and shuttle delivery
- Coordinated outbound international and domestic shipments
- Processed lotted and kitted inventory for manufacturing assembly
- Builder/Assembler of custom cabling assemblies (soldering, boards)

2007-2009 FROSTY FRESH FRUIT COMPANY, LAWRENCE MA.
[Closed in 2009] *Major fruit and vegetable food wholesaler for NE region (out of business)*

Forklift Driver/Refrigerated Warehouse Inventory Control

- Loaded trucks with finished pallets of fruit for distribution
- Unloaded incoming crates of fruit for refrigeration
- Managed cooler warehouse's rotation and spoilage
- Checked bills of lading for accurate receipts

EDUCATION:

UNIVERSITY OF MASSACHUSETTS, LOWELL, MA. (2000-2001)

Business management, psychology (nights, non-degree)

CENTRAL CATHOLIC HIGH SCHOOL, LAWRENCE, MA. (1982-1986)

High school diploma

COMPUTER SKILLS + CERTIFICATIONS:

PC: Office 2003, 2007, 2010[Microsoft Word, Excel, PowerPoint]

HAZMAT Certification: IESMC of Naperville, IL [2001, 2009]

Current Forklift Certification: forkliftsafety.com [exp. 01/16/2018]

Independent Forklift Certification: National Safety Council [2009]

DOT Medical Card: Pentucket Medical, Lawrence, MA [2016]

MANAGERIAL REFERENCES:

Aved Electronics, Inc., Billerica, MA.

- *Deryl Santo – Corporate Controller [Supervisor] (978) 528-5558*

Cabot Coach Builders, Inc.

- *Vince Herndon – Manufacturing Manager (978) 228-3034*

Oracle (Formerly Sun Microsystems) – Burlington, MA

- *Ronald O'Clair – Global Logistics Supervisor (781)442-1138*