

Robert Giannelli

Burlington, MA 01803

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Authorized to work in the US for any employer

Work Experience

Insurance Adjuster

Custard Insurance Adjusters - Needham, MA

November 2021 to Present

Currently work as an adjuster with custard Insurance Adjusters. My job requirements are to investigate insurance claims, which contains onsite investigations with photographs, witness interviews with the insured, claimants and witnesses. Once completed, reports are filed on my findings.

I enjoy my work, but I feel that I would be more productive with a position that would be more rewarding.

Quality Control Inspector

Anixter International - Woburn, MA

February 2017 to October 2021

Woburn, MA 02/2017 To Present

- Responsible for checking paperwork and product to ensure 100% accuracy
- Insert into computer using Rubicon program
- Email sales for paperwork using Microsoft Outlook and record with Excel
- Once approved, move to shipping for transfer
- Keep daily accurate records of production

Full-time Certified Police Officer

Massachusetts Port Authority Police Department - Boston, MA

October 2005 to March 2016

- Provide public safety by maintaining order
- Gather pertinent information, enter into department computer program for incident reports
- Written reports are used for court proceedings
- Data entry to department and national data files for statistics
- Patrol specific area, respond to calls of service

Materials Coordinator

Computervision - Burlington, MA

June 1997 to May 2000

- Interacts daily with project managers and sales representatives communicating the status of material lead times to allow for project scheduling
- Process purchase orders in an accurate and timely manner
- Accountable for inventory management on assigned customers, which includes freight claims, shortage claims, change orders, excess material returns

- Contacts vendors to obtain material order status and tracking information
- Monitor material shipments to ensure delivery on committed dates
- Interacts and maintains relationships with vendors to leverage best pricing, quality and delivery of materials
- Works with customers, vendors and service providers to resolve discrepancies
- Maintains purchasing and logistic documents, files and records (Requests for Proposals, vendor and logistic files) to ensure compliance with regulatory guidelines

Education

Middlesex Community College - Bedford, MA

Skills

- Quality Control
- Quality Inspector
- Inspection
- Quality Assurance
- Manufacturing
- Microsoft Office
- Time Management
- Supervising Experience
- Writing Skills
- Inventory Control
- Administrative Experience
- Purchasing