

ROBERT MALTESE

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CAREER SUMMARY

Results-driven Senior Manufacturing Associate with 8+ years of experience in pharmaceutical and biotechnology manufacturing processes, 7+ years of Shipping / Receiving / Warehouse / Inventory Control experience. Reliable, Productive, Process-Oriented, Confident and PC Literate Professional.

KEY STRENGTHS

- Practices and promotes safe work habits and adheres to safety procedures and guidelines.
- Strong computer skills/experience with Microsoft products: Excel, Word, Outlook, etc.
- Excellent communication skills, both written and verbal.
- Strong customer service and interpersonal skills.
- High degree of accuracy for handling and delivering sensitive shipments.
- Ability to work in fast-paced environment while managing multiple work streams and priorities with the ability to lift 60 lbs. repeatedly.

EMPLOYMENT HISTORY AND SELECTED ACHIEVEMENTS

INVENTORY CONTROL SPECIALIST

MASSIMO SEMICONDUCTOR / HUDSON, NH

- Short term Contract position. Shipping/Receiving/Inventory 25 Feb – Jun 2019

SITE SPECIALIST II / SHIPPING & RECEIVING

THERMO FISHER / BMS / DEVENS, MA

2017-2018

- Managed all Receiving and Shipping activity via personal Excel Spread Sheet showing:
 1. All Receiving Invoices / Dates.
 2. Tracking Numbers.
 3. P.O Numbers.
 4. Vendors.
 5. Person addressed to.
 6. Means of Delivery.
 7. Sign Off / Notes.
- Created personal Sign Off Sheets showing signatures and dates of all Receiving Personnel.
- Developed and organized filing system of all transactions to access when needed.
- Managed and packaged all outgoing temperature sensitive shipments keeping log of all transactions.
- Monitored and maintained an adequate supply of shipping materials on hand at all times.
- Maintained work area in a clean and orderly condition following prescribed safety regulations.

MATERIALS SUPPORT SPECIALIST III

SKYWORKS, INC. / WOBURN, MA

2015-2017

Totally reorganized, sorted, slotted and labeled all parts in WSR1 and WSR2 so they are now all accountable in Inventory through SAP.

- Achieved 100% throughout on internal monthly audits, also received Highest Praise from my organization and 100% on External Audit.

- Coordinated needs for inter-departmental project operations and work activities with Materials Control Support Groups.

- Work record of completing all Work Schedules on time, following up on any potential problems to ensure that all work was completed.
- Provided training when necessary and had a good relationship with all fellow employees.

SENIOR MANUFACTURING ASSOCIATE

LONZA BIOLOGICS, INC. / HOPKINTON, MA 2009 - 2014

Conducted and scheduled daily activities performing cGMP manufacturing operations, including but not limited to work functions in Media, Purifications, Solution & Equipment Prep areas.

- Achieved Lead and Senior Associate position within first year of employment.
- Introduced and initiated MCAS Software for Material Dispensing process, generating extremely accurate weighing system, automated labeling of materials, notification of expired raw materials, and updating all Inventory of materials used in SAP. This new software, replacing a previously manual process, saved the company 20% in Man Hours needed, and an annual cost savings of \$300K far exceeding company service and cost objectives.
- Implemented new pH reading procedure.
- Tested samples for “pass or fail” standards and reported results in Excel.
- Consistently met or exceeded corporate expectations.

SENIOR PROCESS TECHNICIAN III

WYETH BIOPHARMACEUTICALS / ANDOVER, MA 2006 – 2009

Delegated daily operations in a state-of-the-art multi-product Biopharmaceutical facility designed for the scale-up of clinical processes, production of Phase I, II and III clinical drug substance and commercial process troubleshooting.

- Started as Process Tech. I and achieved Senior Process Tech. III within three years of employment.
- Drafted and revised production documentation (SOP’s, Solution Batch Records, Work Requests) in regard to process changes, quality improvement and the implementation of new equipment.
- Utilized the automation systems SCADA/MCS, MCAS and MES Recipe execution for daily operation of pressure tanks (300L-6000L) and raw material weigh stations, respectively.
- Mentored and trained other technicians.

INVENTORY CONTROL SUPERVISOR/COORDINATOR

ANDOVER LOGISTICS/SUPERVALU / ANDOVER, MA 2002-2006

- Went from Inventory Clerk/Dispatcher to Supervisor /Coordinator within six years.
- Converted a manual inventory system to a computerized automated system giving location, quantity and code dates. Utilizing this newly implemented automated inventory system, the department achieved a 98% “cycle count” improvement saving the company \$500K.
- Helped create significant savings in manpower hours and materials.
- Increased warehouse productivity by aiding with the evaluation of layout and slotting patterns.

FORMAL EDUCATION

Northeastern University / Burlington, MA

Business Administration

University of Massachusetts Lowell / Lowell, MA

Civil Engineering

U.S. MILITARY

US Army, AIT Training, Maintenance and Operation of Scopes and Generators for Hawk Missiles.....Honorable Discharge