

# Robert Stark

## Shipping/ Receiving & Logistics manager at Enzymatics

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To obtain a challenging position within a progressive company, which will utilize my proven logistic skills and promote growth.

Professional

### WORK EXPERIENCE

#### **Shipping/ Receiving & Logistics Manager**

Enzymatics - Beverly, MA - 2011-04 - Present

- Supervise personell, assign duties to be completed and verify accuracy
- Responsible for all incoming and outgoing materials
- Complete daily orders to meet domestic and international regulations
- Package and ship orders according to DOT/ IATA specifications
- Respond to internal and external customer inquires regarding logistics and communicate lead times
- Responsible for maintaining physical inventory and cycle counts of all warehouse product
- Pull daily orders, verify them to be shipped and match materials to work orders
- Attend production meetings and provide weekly tracking reports
- FDA materials procurement and tracking

#### **Logistics/ Inventory Specialist**

Life Technologies - Woburn, MA - 2007-02 - 2011-04

- Work with Manufacturing to provide quality assurance and management of all product logistics including monitoring, tracking, reporting and process improvement
- Organize order shipments and inventory management from production to designated locations
- Communicate lead time to involved parties
- Work closely with Engineers to provide quality assurance and manage return authorization process
- Create all shipping documentation for domestic and international shipments according to US exporting regulations
- Physical inventory and cycle counts of all warehouse product
- FDA materials procurement and tracking knowledge
- Attend production meetings
- Hired, trained and currently supervise 1 internal Shipping/ Receiving Coordinator

#### **See Below**

Eisai Research Institute - Andover, MA - 1999-09 - 2007-02

#### **Purchasing Agent**

Eisai Research Institute - 2001-03 - 2006-03

- Shipping and Receiving
- cGMP production materials control
- SAP maintenance
- DOT/IATA certified

- Flex-ware production materials inventory maintenance and control
- General stockroom materials upkeep
- Purchase order returns and credit issues
- FDA materials procurement and tracking knowledge

### **Shipper**

Eisai Research Institute - 1999-09 - 2001-03

- Supported four purchasing agents
- Received deliveries and matched against purchase orders
- Rejected unsatisfactory items
- Kept inventory of supplies in store room
- Kept store room in accordance with OSHA requirements
- Covered locations when purchasers not present
- Hazmat trained and certified

### **Head**

Gillette Company - 1997-02 - 1999-09

- Supplied five lines
- Checked in finished goods
- Documentation control
- Responsible for trash disposal for all lines

### **Please read below**

Gillette Company - Andover, MA - 1994-04 - 1999-09

### **Jr. Chemical Mixer**

Gillette Company - 1996-02 - 1997-02

- Utilized chemical formulas to produce finished product to be transferred to production lines
- Responsible for tracking and accounting of all hazardous waste used
- Recorded all batch sheets

### **Fork-lift operator**

Gillette Company - 1995-09 - 1996-02

- Licensed for standup, sit-down, four high fork-lifts, and cherry pickers

### **Assistant Boiler Room- Operator**

Gillette Company - 1995-06 - 1995-09

- Responsible for operating large hazardous waste removal incinerator for entire plant
- Recorded and produced documentation
- Kept area clean

### **Group Leader**

Gillette Company - 1995-03 - 1995-06

- Responsible for overseeing staff of eight
- Responsible for overseeing maintenance for entire facility
- Ordered necessary materials

### **Cleaner**

Gillette Company - 1994-04 - 1995-03

- Responsible for cleaning and maintenance of different zones  
BI-weekly

#### EDUCATION

Salem High School - Salem, NH

#### ADDITIONAL INFORMATION

SKILLS: Proactive approach in a problem-solving environment, ability to deal with all levels of management, flexible. Microsoft Office, Lotus Notes, SAP, ERP, Fed ex, UPS, UPS International, DOT, IATA/ IMO, Hazmat Certified