

RODERICK THORNE
Phone 347-942-5981
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SKILLS:

Administrative and Office Support, QA/QC, Passenger and Cargo Aviation. Data management using Knowledge of Microsoft Office savvy in Excel, Access, Adobe, SharePoint, Alchemy, TRAX, AUTO CAD,. Knowledge of FED-EX machine and mail room

OBJECTIVE:

To work in a challenging and diversified position where I can utilize my skills and be given the opportunity to gain additional experience and skills.

EXPERIENCE:

Novartis 07/15- Current

- Negotiate purchases to ensure lowest cost consistent with company standards for quality products.
- Obtained purchased items by forwarding orders to suppliers; monitored and expediting orders
- Kept information accessible by sorting and filing documents using MS Word Excel and Adobe.xml and in house management system.
- Prepares purchase orders by verifying specifications and price; obtaining recommendations from suppliers for substitute items; obtaining approval from requisitioning technicians leads QA QC departments of materials.
- Communicate with vendors to gain reasonable prices while assisting them with more concrete contract business.
- Resolved order discrepancies and processed returns (RMA) to vendors.
- Maintains inventory controls by collecting stock location orders and printing requests that pharma equipment and products in management system for refinancing and auditing.
- Operating warehouse Pharma Tech equipment and pharma products to unload stock from trailers and delivery trucks.
- Stocking incoming orders onto shelves for inventory for machine, Automation and packaging parts for several stock rooms
- Organizing auditing and distribution of material in the warehouses and stockrooms.
 - Ensure that the proper procedure is being meet in line with FDA SOPs in the process of purchasing distribution and stocking.

OTG HR Manager Assistance (Contract)- 11/14- 03/15

- Assisting HR Manager with customer service and facilitation of candidate process. Escorting new candidates to designated areas.
- Solving HR for candidates issues like Payroll applications work ID Port Authority ID and other HR discrepancies.

Citi Storage - Warehouse Overnight Lead (Contract) 10/14 – 11/14

- Duties include preparing for two trailers per night in the warehouse.
- Working with dispatch for ETA of tucks going in and out
- Lead a team of 4 team members.
- Unloading trucks and placing pallets in warehouse.
- Placing barcode labels on each individual box on the pallets for inventory
- Scanning all boxes for electronic inventory and quality check.
- Filling purchase orders of files and goods.

DTCC - Reorganization (Stock Certificates) 03/12 - 11/13

- The Quality Control distribution of stock certificates of various companies and private organizations.
- Providing Quality Assurance of the worth of stock certificates by checking its market value via phone or Internet.
- Sending credit of sold or bought stocks to the stock holder or broker via data system.
- Sending physical stock certificates for trade / lost / or voided.
- Other stock Certificates is kept in the library volt being daily maintained for other various process.

- More information will be given by request.

AAIC-Aviation Avionics & Instruments - 09/10 – 06/11

Technical Publications / Buyer-

*My duties are to maintain current revisions so the technicians will be able to perform maintenance procedures to parts giving to them by airlines.

*I'm also responsible for the revision updates online for various manufactures and airlines in a in house database that is a part of our maintenance Program.

* Updates, scanning documents and performs audits on in house manuals in the Technical Library and in the maintenance database.

* Performs shipping and receiving of parts.

* Performs Quotes, Buying, Purchase Orders, Invoicing and Customer Service.

* Reception support of VP and president.

* Office Management

More details will be given on request.

Miami Air - 10/01/08- 5/24/09

Aircraft Records Manager

* Manage a group of 5 people

* Responsible of A/C Times & Cycles, Time controlled parts & APU times in Trax and Excel.

* Responsible for times on ETOPS, Engine, Airframe & FAA monthly reports.

* Tracking and updating AD's and Engine Borescopes & Time Limited control parts in Excel to mirror Trax

* Generates monthly engine & airframe reports for Accounting, FAA & the Boeing group.

* Kronos electronic time sheets and payroll for Aircraft Records staff.

* Extensive use of MS Excel and implementing Trax in our Maintenance program

* Scanning Log Books and other engineering documents into a electronic archive and manuals in to IBM scanner.

* Responsible for the implementation of Trax for Tech Ops A/C Records.

Sentient -12/15/07 -08/14/08

Fuel Desk Specialist

*Generates purchase orders for fuel intake.

*Shops for prices at stations for best prices.

*Sets up contract fuel for local & international flights.

JetBlue- 04/11/04 - 05/26/07

Aircraft Records Q.A. Specialist –

- Responsible for maintaining aircraft material parts and files which includes:

Archiving quality checks and implementing changes in the logistics of Aircraft/ Engineering documents and files.

- Communicates with Engineering, Reliability, Vendors and other departments to ensure documents and material components are tracked properly while utilizing data base and department resources.

- Also Utilizing Trax and Dash software system for data entry, updates, audits. Other duties consist of scanning documents, fulfilling document request, filing records in records room, maintain distribution system for ;Purchase Orders, Parts and Technical maintenance Records.

Technical Publication Specialist -

- Responsible for the process ownership of maintaining of the aircraft library.

- Responsible for inventory control: locating, issuing, receiving and shipping of technical manuals.

- Performs Physical and electrical periodic audits of aircrafts & manuals to ensure quality assurance.

- Revising all manuals to current revision by proof reading and making sure tech data is in compliance.

3/2/98 - 6/19/01 - Atlas Air JFK (Harrison NY)

QA-Technical Publications Administrator

-Responsible for the maintenance planning, revision, engineering documentation,

and distribution of plane parts and office support for the Technical Publications department.

- Maintains on-board aircraft libraries for a fleet of 34 planes. Maintains the in-house engineering library.

- Provides customer service for new stations and vendors by fulfilling requests for complete manuals and form requirements by distribution via U.S. mail, Fed-ex and aircraft.

- Maintains computerized engineering manuals and form distribution systems, keeping it regulated for the FAA and the entire company.

- Supports all levels of management in the day-to-day administrative functions and duties.

- Maintains a tracking system of distribution, recorded audits and delinquent customers associated with the hard copy and microfilm engineering manual holders and other documentation.

- Corresponding by Distribution of letters to delinquent in-house customers and vendors. Adjusting internal files and records via e-mails, phone ect. to reflect daily changes.

- Maintains database, updates manuals and blue print engineering documentation using Microsoft Word, Outlook, Access and other Microsoft 2000 software

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EDUCATION:

Martin Van Buren High School

Queens Community College