

Steven Zozzaro

North Reading, MA 01864 978-989-2215 stevospec9@yahoo.com

Professional: Skilled warehouse associate familiar with warehouse operations and the importance of discretion in handling sensitive order information within computer software for swift and accurate order processing/fulfillment/shipping.

Skills:

- RF scanners
- Voice/Tangible Pick Systems
- Forklift/Pallet jack Operation
- Extremely Diligent
- 3rd Party International Shipping
- Receiving Materials
- UPS Shipping
- Highly organized
- Quickly learns new tasks
- MS Excel

Experience:

Warehouse Worker III Fresenius Medical Care Marlborough, MA 07/2019-Present

- Under limited supervision, applies considerable warehouse knowledge to perform a broad range of tasks which include but are not limited to loading, unloading, storing, and preparing shipments
- Provides guidance, training and mentoring to new team members as well as existing team members regarding company SOP's, safety regulations and other pertinent requirements
- Uses radio frequency equipment for picking/selecting, receiving, and string functions, as required
- Assists in maintaining the security of the warehouse. Keeping appropriate records and reports to guarantee that tight inventory control and security are maintained. Assist in physical inventories. Ensure proper stock rotation
- Assuring the integrity of the inventory and assisting in conducting physical inventories
- Assists in the handling of goods and the maintenance ensure customer requirements are met in an appropriate and efficient manner
- Ensures outbound shipments are accurate and free of damage.
- Provides assistance to junior staff with more complex support tasks that require a higher level of understanding of functions, as directed by immediate supervisor. Become knowledgeable of the responsibilities, procedures and duties of other areas of the warehouse. Act as back-up during times of absence and vacation
- Perform batch changes and scrap transactions as part of inventory control duties
- Assists with leading day-to-day activities for assigned teams to ensure compliance with all applicable regulatory requirements in accordance with established company policies and procedures while maintaining the highest possible levels of productivity

Warehouse Worker II Fresenius Medical Care Marlborough, MA 10/2017 - 07/2019

- Responsible for the accurate picking and shipping of product to meet company standards of safety, security and productivity
- Responsible for operating machinery to facilitate moving, locating, relocating, stacking, counting and cycle counting merchandise

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- Loading, unloading, storing, and preparing shipments while ensuring proper stock rotation
- Pulls and prepares product for shipment, ensuring that the accuracy, free of damage and type of product is loaded and shipped
- Perform picking duties in an efficient manner that adheres to company standards
- Ensures all duties are accomplished in compliance with all Distribution Standard Operating Procedures (SOPs) and Good Manufacturing Practice (GMP) standards
- Operates any materials handling equipment safely and efficiently and according to the proper procedures
- Ensures a clean, neat and orderly work area utilizing tools and equipment to ensure compliance with safety regulations, Occupational Safety & health Administration (OSHA) and Material Safety Data Sheet (MSDS) standards
- Provides guidance and assistance to new team members as well as existing team members regarding company SOPs, safety regulations and other pertinent requirements
- Knowledgeable of the responsibilities, procedures and duties of other areas of the warehouse such as inventory control and damaging out/cycle counting as back-up during times of absence and vacation
- Escalate issues to supervisor for resolution, as deemed necessary
- Able lift and carry loads of up to 60 pounds on a frequent basis as needed
- Able to walk and stand for extended periods in addition to operating power equipment in compliance with all Standard Operating Procedures (SOPs)

Order Picker/Packer/Shipper **Potpourri Group Inc.** **05/2012 - 10/2017**
Littleton, MA

- Cancelled stop shipment orders from stop shipment report using Invata warehouse software
- Cancelled stop shipment orders using direct commerce software
- Unpacked stop shipment orders
- Returned stop shipment orders (product) back into proper warehouse location
- Ensured packages were labeled properly by placing them on appropriate conveyor belt
- Ensured proper function of shipping label printers
- Returned excess merchandise from packing department to proper warehouse location
- Packed customer orders using RF Scanners and computer
- Accurately picked and packed customer orders using RF Scanner or voice pick system
- Documented packages for international shipment using Excel spreadsheet
- Packaged international orders for shipment to third party shipping vendor
- Processed shipping exceptions
- Maintained neat and orderly working spaces
- Assisted in annual inventory audit
- Assisted with various projects as assigned by direct supervisor

Warehouse Associate/Driver

Icpi, West Boylston, MA

05/2002 - 08/2011

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Education:

Bachelor of Science (Biology)
Candidate

Worcester State University,
Worcester, MA

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