

Timothy Jenkins

Buffalo, NY 14210

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Work Experience

Manufacturing Technician

Thermo Fisher Scientific

August 2017 to Present

Operate a variety of processing and packaging equipment to manufacture cell culture media in accordance with current Good Manufacturing Practices.

- Maintains product test protocols to maintain compliance with USDA standards
- Operate processing and packaging equipment to manufacture cell culture media. Equipment includes mixers, mills, blenders, pumps, filtration systems, and packaging equipment.
- Weigh, measure and check raw materials with assistance of computer interface to assure batches manufactured contain proper materials and quantities.

Material Handler/Handler III

McKesson Pharmaceutical Distribution Center - Cheektowaga, NY

April 2011 to August 2017

- complied, prioritized, sorted, and processed orders into company database while locating and inputting incomplete information in order to complete the order.
- Prepared, checked and packaged orders ensure accuracy of correct medication, paper work, instructions, labels, and all RX# match following HIPPA guidelines in a timely manner.
- Created reports on packaging activities on a periodic basis to ensure that packaging and delivery information is accurate in the database
- Accurately calculate dosages, dispense medications, prepare prescription labels and fill prescriptions for approval by pharmacists for packaging.
- Used the proprietary computer program to access including patient and describer data, prescription/drug selection and interpretation, insurance information and billing information.

Record Center Specialist

Buffalo, NY

July 2005 to May 2011

- Effectively handled, retrieved, filed, and organized confidential medical, legal and police files and records in an effective manner
- Reviewed files to ensure records were present, accurate, and complied with appropriate requirements and documentation.
- Processed requests for confidential record to compliance standards.
- Completed codes in Safe Keeper Plus data entry system accurately and in a timely manner.

Production Worker

Pallet Services, Inc - Tonawanda, NY

March 2004 to June 2005

- Handled repairs of broken and damaged pallets
- Sorted materials, such as metals, glass, wood, paper, or plastic into appropriate containers for recycling.
- Deposited recoverable materials into chutes or placed materials on conveyor belts.
- Operated forklifts, pallet jacks, power lifts, front end loaders and other industrial machinery to load bails, bundles or other heavy trucks for shipping.

Transportation Driver/Bell Man

Residence Inn - Buffalo, NY

May 2002 to August 2003

Provided excellent customer service to guests through greeting, providing information about hotel services, escorting guest and belongs to their room, arranging and providing transportation, and delivering packages if needed.

- Answered guest questions about the local area for food, shopping and events.

Night Cleaner

Marriott Hotel - Amherst, NY

November 2000 to June 2002

- Kept interior and exterior properly clean and orderly.
- Performed heavy cleaning duties including cleaning floors, shampooing rugs, washing walls, washing glass, removing rubbish, maintaining furniture and cleaning fixtures for all areas of the hotel.
- Followed safely and regulatory procedures for using chemical cleaners and power equipment.
- Performed minor maintenance on boilers, furnace as well as checked for electrical safety hazards.

Education

General Education Diploma in Speech and Communication in Sociology and Psychology

Erie Community College Adult Learning Center - Buffalo, NY

Skills

Clean Room