

Troy Shaw

Operations

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Seeking a position with a well-established Company where I can provide dedicated and motivated management professionalism. Significant experience in the management of shipping, receiving and inventory decisions. Enthusiastic team leader able to establish positive work environments and respond effectively to customer needs, as well as being known for continuous commitment to resourceful cost cutting and improvement. Adaptable and flexible problem solver with the ability to address unforeseen issues.

Authorized to work in the US for any employer

WORK EXPERIENCE

Operations Assistant

Thermo Fisher Scientific - Ward Hill, MA - 2016-09 - 2017-08

Operations/International Shipping: 2016-Sept 1, 2017

- Generate International pick lists/shipping spreadsheets using Microsoft Excel
- Pick inventory from stock, assuring that product item number, quantity, lot numbers and Country of Origin are correct
- Segregation of all chemicals by Hazard Class, Packing Group, Chemical Compatibility, and Quantity Limitations per IATA/DOT.
- Generate Hazardous Material UN Code Labels for boxes to be shipped.
- Create and generate Hazardous Material Declaration documents using Haz-Mat compliance software (Haz-Shipper) per Dangerous Goods Council.
- Filing of Shipping Exports Declaration/Electronic Export Information forms (SED/EEI) with U.S. Government on all orders meeting the filing criteria using AES Direct.
- Shipping confirmation of all orders in consolidation to be shipped.
- Create Commercial Invoices for order consolidations scheduled to ship.
- Comparison of items, quantity and pricing between spreadsheets and commercial invoices to ensure numbers match.
- Correspondence with Sales Associates and Customers via Email with any Modifications/changes to orders and shipping confirmation.

Inventory Specialist/Shipping/Receiving Supervisor

Interface Force Management Inc - Scottsdale, AZ - 2013-01 - 2016-10

- Using computer software (DataWorks version12.5, FedEx Ship Manager, UPS World Ship) to generate shipping labels and pick tickets for customer orders as well as track and maintain all inventory related data
- Filling customer orders according to standard operating procedures (SOPs)
- Ensuring that products processed for shipping are delegated to correct Courier
- Maintaining and organizing adequate shipping supplies
- Operating forklifts and pallet jacks as needed
- Performing daily and weekly cleaning schedules according to SOPs
- Closing finished goods to stock and arranging finished product using FIFO methodology
- Performing monthly inventory checks/cycle counts
- Receiving and inspection of returned products and incoming raw materials

- Overseeing incoming and outgoing shipping activities to ensure accuracy, completeness and conditions of shipments
- Determine shipping priorities, work assignments and shipping methods required to meet shipping and receiving schedules
- Arranging transportation that optimizes service and cost
- Inspecting incoming materials and notifying appropriate staff of potential quality issues
- Determining work procedures and expediting work flow
- Attend weekly production meetings to ensure on-time delivery of orders
- Ship an annual estimate of \$47million in merchandise

Electro-Mechanical Assembly Technician

Interface Force Management Inc - Scottsdale, AZ - 2011-05 - 2013-01

- Reading and understanding of wiring diagrams and/or blueprints
- Preparation and Installation of various cables (4 wire, 7 wire) as per prints
- Soldering of all necessary connections
- Temperature compensation and zero return calibration testing using voltage meters and various testing equipment
- Mixing and application of all epoxies/resins/sealants to ensure moisture resistance Producing statistical reports for assembled and completed products

Light Service Fleet Driver

AAA AZ - 2008 - 2010

- Performing lockout services
- Changing tires
- Battery sales and service
- Fuel deliveries
- Inspecting fleet vehicles and reporting damages/safety concerns to management
- Service recommendations
- Creating invoices
- Handling monetary transactions
- Excellent customer service and communication skills

Fire Prevention Service Technician

Raintree Mechanical Inc - 2005 - 2008

- Reading and interpreting contractor blueprints for fire sprinkler line layout
- Installation of commercial and residential fire sprinkler systems
- Quarterly/annual safety and operational inspections
- Creating invoices and bill of sales
- Inventory
- Change out of sprinkler heads
- Installation of flow switch/inspector test systems

Retail Wireless Communications Owner/Operator

Bullseye Wireless - 2000 - 2005

- Overseeing a staff of six sales consultants
- Organizing and preparing contracts
- Retail sales of wireless communication devices and accessories
- Creating invoices and bill of sales
- Inventory purchases

- Quarterly and annual taxes
- Accounts payable and receivable
- Employee payroll/commissions
- Overseeing profits and loss margins
- Complete ongoing employee training to stay abreast of product, service and policy changes
- Assisted wireless cell phone customers with items such as adding minutes and troubleshooting
- Exercised strong interpersonal communication skills with customers and department personnel
- Increase the customer experience by providing information on new products, rate plans, and services through up selling opportunities

SKILLS

Manufacturing, inventory, Warehouse Shipping Supervisor, Retail sales, Shipping And Receiving, Forklift Operator

CERTIFICATIONS/LICENSES

IATA

2017-04 - 2018-04

Certification for International air transport of Hazardous / Regulated Chemicals

DOT

2017-04 - 2018-04

Certification for shipping Hazardous/Regulated chemicals using Ground / Rail / Marine transport.

ADDITIONAL INFORMATION

Skills:

- Excellent Oral and written communication skills
- Working computer knowledge including MS Office Suite
- Demonstrates Proficiency in the use of inventory software
- Possesses specific knowledge of company's range of products
- Exhibits ability to interpret and explain inventory and sales reports
- Possesses physical strength necessary to unload and restock supplies Pays close attention to detail
- Demonstrate strong organizational skills
- Exhibits ability to think creatively in order to devise the best inventory control practices
- Demonstrate strong interpersonal and customer service skills
- Works well in a team environment
- AS/400 Software
- IATA/DOT Certified
- Federal Express Ship Manager
- UPS World Ship