

ZACHARY ANDERSON

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(508) 282-9397

EDUCATION: SUNY NEW PALTZ
New Paltz NY
Bachelor of Science (BS) in Music
Jan 2013 Cum Laude

ADDITIONAL SKILLS

Familiar with Mobile Aspects, EPIC,
eBuy+, Mosaic, Microsoft Suite,
SAP, Master Control

University-trained guitarist

EXPERIENCE

INVENTORY SPECIALIST

Allurion Technologies, Natick, MA / Nov 2022 - June 2023

- Oversees day-to-day inventory operations
- Physically and digitally moves product from warehouse to cleanroom production floor
- Kits and keeps records of cleanroom production orders
- Closes out work orders using ERP systems ensuring accurate expense of supply items and maximum traceability of supply used
- Maintains excellent communication with procurement, receiving, quality assurance and production teams to provide for smooth flow of inventory from arrival to finished good
- Conducts routine cycle counts and accounts for variances
- Assists in quarterly physical inventories and collaborates with management to improve processes
- Rotates stock in strict adherence to FIFO system
- Keeps warehouse area clean, well labeled, and within safety regulations
- Submits purchase order requests as needed to keep inventory to par

INVENTORY SPECIALIST II

Massachusetts General Hospital, Boston, MA / Jan 2022 - Aug 2022

- Supervises and quality checks orders for orthopedics, general surgery and two anesthesia work rooms
- Receives and catalogues all incoming supply electronically and physically
- Sources new product based on cost and clinical need
- Works to provide substitutes for backordered products
- Collaborates closely with clinical care staff to best serve the needs of patients and peers
- Designs and implements organizational projects to streamline workflow
- Establishes strong working relationships with nursing, surgeons, CSPS and third-party vendors
- Makes physical and electronic changes to Profile Carts as supply is added and taken away
- Deliver requested supplies to appropriate OR in a timely fashion

OR EQUIPMENT TECHNICIAN

Massachusetts General Hospital, Boston, MA / Mar 2019 - Jan 2022

- Collaborates as appropriate to provide for equipment needs and resolve equipment conflicts.
- At the end of surgical procedures disassembles, cleans / processes and returns equipment to storage area.
- Maintains equipment and instrumentation inventory. Creates and maintains inventory of service specific related equipment and supply par levels.
- Develops system to track and verify borrowed equipment and instrumentation is returned.
- Inventories and maintains OR tables and positioning equipment.
- Maintains database for HealthStream training.
- Acts as monitor for MRI suites and remains in control room during MRI suite use.
- Assist with OR turnover and set-up as appropriate.
- Open sterile supplies.
- Reports, brings all broken and malfunctioning equipment to the appropriate area. Tracks equipment out for repair.
- Establishes excellent working relationships with OR supply area, Instrument Room, Sterile Central, Biomedical Engineering, third party vendors and OR staff and assist as needed.
- Communicated directly with surgical staff to provide for the safest and most efficient outcomes

INVENTORY CONTROL SPECIALIST

Massachusetts General Hospital, Boston, MA / Jan 2017 - May 2019

- Order supply to par based on need using eBuy+, catalogue and RFID tagged items using Mobile Aspects, stock and organize using FIFO system
- Assist in Implant room duties, including signing implants out to patients per doctors request, checking in new implants and appropriately cataloguing usage
- Maintained and edited Profile Carts as needed
- Manage backorders and work to find substitutions. Appropriately document and return recalls
- Work directly with vendors and clinicians to ensure all
- supply needs are met
- Assess and stock used OR
- Breakdown pallets and stock main supply rooms
- Stock fluid warmers
- Check and remove expired product
- Keep work areas clean per hospital and Joint Commission standards

INVENTORY CONTROL SPECIALIST

Apple INC, Natick, MA / May 2015 - Jan 2017

- Perform cycle counts and bucket validations. Research and adjust on variances.
- Receive and organize all incoming freight. Ship out processed returns and repairs.
- Deliver finished goods from stockroom to customers on sales floor in under 1 minute 30 seconds.
- Provide superior customer services as part of a team internationally recognized for customer satisfaction.
 - Answer and direct incoming phones, schedule customer appointments, inform customers of repair statuses.
 - Maintain a clean and safe work environment.

MUSIC TEACHER AND STORE CLERK

Barnstorm Music II, Medway, MA / Aug 2008 - Apr 2015

- Provided lessons for adults, teens and children, including developmentally disabled students.
- Developed individualized lessons based on students' interests and ability.
- Cashier, retail, instrument maintenance technician.

ASSISTANT MANAGER

Domino's Pizza, Bellingham, MA / Jul 2009 - Jun 2014

- Promoted from driver to Assistant manager December, 2013.
- Financial responsibilities include running cash register, counting money and making bank deposits, cashing out drivers, assessing inventory and ordering it to budget, filing daily sales reports, and store closing.
- Manage staff and staff scheduling, delivery management, customer issues, and provide superior customer service.
- Other responsibilities include making and preparing food, taking orders, cleaning, and logistics