

Kelvin Howell

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Experienced Manufacturing and Warehouse Specialist

A dynamic and results-driven professional, I seek to gain a position with a company in order to fully utilize my skills, education and experience.

2018 – Present

Inventory Control – Receiving Lead

Tecomet Inc.

Kenosha, WI

- Organize tasks, prepare work schedules and oversees the overall production for assigned area
- Manages team operations and staffing making sure staff is following procedures, work instructions and meeting productivity standards
- Provide leadership, coaching and training of all employees for Inventory / Receiving department
- Reviews jobs/parts placement and picking on a daily basis to assure paperwork, quality and performance are up to the standards established by the company
- Ensures productivity and efficiencies are maintained to meet customer deadlines

As the Inventory Control & Receiving Lead it is my job to make sure that all inventory is received and accurately stored. It is my job to make sure that all of my staff are trained and responsible in proper receipt and inventory control procedures established by the company. Orders in and out must be expedited and accurate and requires continued oversight, documentation and communication with my team and management. Part of my responsibilities also include identifying areas of cost savings, waste reduction and improvement of operating procedures that improve efficiencies without reducing quality.

2016 – 2018

Sr. Device Recovery Specialist

Daniels Health

Kenosha, WI

- Manage day-to-day operations of surgical device recovery lab
- Identify surgical devices by model and SKU for sorting and inventory by manufacturer, class and model
- Manage and give daily direction to Device Recovery Technicians
- Track inventory, correct stocking levels, identifies back order situations
- Assists Director in identification of new device models and projected of new reprocessed devices
- Fill orders for distribution to purchasing companies per individual shipping procedures
- Oversee development and adherence to Standard Operating Procedures of the Kenosha sorting lab
- Experience using Microsoft Office products and Pronto Xi inventory management software

As the lead in the Kenosha Lab my job requires me to work independently without daily oversight. I am responsible for the everything that enters, is processed and shipped out of the Device Recovery Sorting Lab. I am responsible in making decision to keep the lab functioning daily. Keeping the operational procedures up to date and followed, as well as identifying future problems before they occur has kept the lab running daily without interruptions for the past 2 years.

2014 - 2016

Warehouse Clerk

Meijer's Distribution Center

Pleasant Prairie Wis.

- Certified crown dock truck operator used to load and unload delivery trucks of various material and merchandise.
- Certified crown reach truck operator used to stock shelves of varying heights and materials.
- Following all safety procedures.
- Outbound functions include selecting, checking, packing and shipping orders
- Inbound functions include receiving, placement and put away of products.
- Inventory Control includes cycle counts, inventory moves and accountability for all warehouse inventory accuracy.
- Housekeeping is the responsibility of all associates.

2012 - 2013

Machine Setup Operator

Experis Agency

Waukegan, IL

- Responsible for implementing and maintaining the effectiveness of the quality system. Manual finishing of pharmaceuticals utilizing semi-automated and automated equipment.
- Responsible for product inspection, work order documentation, equipment set up and minor equipment adjustment.
- Required to understand and perform basic line changeover activities. Responsible for verification of components and testing equipment necessary to assure that pharmaceuticals are labeled and packaged per specifications.
- Assists with the set up and close out of work orders on production lines including beginning and end of lot line clearances.

2010 - 2012

Assembly

Cardinal Health

Waukegan, IL

- Pre-assembly/assembly producing high quality Custom Sterile medical kits. Including: locating carts/bins, opening and verifying components, pre-assembling components, and station set-up.
- Assembling kits and complying with all policies, procedures.
- Housekeeping/cleaning work area and following safety procedures.

2007-2009

Gluer/Operator

Aerotek

Gurnee, IL

- Sets up, troubleshoots and operates gluer to optimize production requirements per SOPs and related work instructions.
- Actively monitors production efficiency completing all documentation and reporting. .

2003-2007

Assembly Technician

ITW Paslode

Libertyville, IL

- Assemble Paslode Cordless framing and trim tools
- Checked quality of vendor parts and employee labor on all tools

Education/Certification

- Certified Residential Air Conditioning Technician through the College of Lake County, 2006

Special Interest/Skills

- Six Sigma Yellow Belt/Familiar with Lean Manufacturing
- Works well as a team member or independently. Reliable, trustworthy and responsible.
- Communicates well with coworkers and customers alike.
- Handles stressful situations with thoughtfulness and grace. Adept at appropriate conflict resolution.

References available upon request.