

# Work Experience

## Material Control Clerk

Air Products and Chemicals/Merck - Allentown, PA October 2013 to Present

- Picking, packing, shipping, and receiving of semiconductor parts and equipment.
- Used SAP for transactions and inventory control.
- Picked parts used for manufacturing of semiconductor equipment.
- Prepared parts to enter clean room.
- Received parts by counting, weighing, and follow up on any exceptions. Entered the results into SAP a distributed to correct location.
- Shipped international, domestic, and dangerous goods. Used UPS, Fed Ex, and scheduled common carries.
- Packaged equipment and parts in small boxes, pallets, and crates.
- Cycle counts and reconciliation using SAP.
- Followed Kanban Flow System when picking production orders and maintaining stock bins for production.

## Licensed Realtor

J Friedland Realty Inc

Mount Pocono, PA

October 2007 to October 2013

Sold and rented commercial and residential real estate for buyers and sellers.

- Wrote detailed real estate contracts required by the real estate commission.
- Used the internet, phone sales, cold calling, trade shows, customer leads, and mailings to increase sales.

## **Asset Tracking Manager**

Dendrite International

Bedminster, NJ

February 2004 to October 2007

- Ensure compliance of company safety, health, and regulatory procedures are followed.
- Manage activities including inventory control, ordering fulfillment, shipping, receiving, and packaging,
- Set up cycle counting program along with quarterly and yearly inventory.
- Develop and implement, efficient and accurate processes and SOP.
- Coordination of logistics, with suppliers, purchasing, sales and transport companies.
- Scheduling and placement of staff. To meet allotted hours and to complete daily and weekly work.
- Can in a professional manner communicate, train, motivate, and mentor staff.
- Various WMS and ERP systems. SAP, Clarify, Macola, MS Office, UPS, FedEx, and DHL.
- Provided daily asset tracking, procurement, shipping, and receiving of laptops and accessories of 15,000 users.
- Supported major new product roll outs, major maintenance, and new hire events with inventory tracking and processing.
- FedEx Ship Manager and UPS Software for shipping, tracking, reports, and data migration.
- Tracked all serialized inventory by location, cycle counts, and quarterly inventory.
- Supplied various projects and departments with equipment and material needed to keep production moving.
- Updated and monitored work orders using Clarify WMS and MS Office.
- Maintained shipper and receiver tracking numbers, client user logs, various database, and recounts to reconcile any discrepancies.

- Maintained and monitored inventory in WMS.
- Monitored and ordered stock.
- Unloaded trucks.
- Checked invoices against delivery and purchase orders. Followed up on exceptions.
- Expedited any hot products to right person or department.
- Logged material received and returned.
- Put away inventory, picked orders for shipping, checked orders, and palletized orders, packaged products using handheld scanner.

## **Warehouse Associate**

RC Fine Foods

Belle Mead, NJ

February 2000 to February 2004

Picked and packed finished food products for UPS and common carrier shipping.

- Frozen, cool, and dry storage of food products.
- Pulled inventory needed for in housework.
- Checked invoices against delivery and purchase order.
- Checked for damage and quality.
- Logged material received and returned.
- Checked and palletized orders.
- Cycle counts and quarterly inventory and reconciliation.
- Certified forklift operator, power, and manual pallet jacks.

## **Sales, Warehouse, and Manufacturing**

New Jersey Hardwoods

Plainfield, NJ

October 1989 to February 2000

- I have 11 years woodworking experience doing buying, scheduling, and manufacturing of custom high-end products.

- Worked in manufacturing, sales, installation, and warehousing of custom mill work for multimillion dollar homes.
- Milled rough lumber, shaped parts, and assembled production millwork consisting of doors, windows, wainscoting, and cabinets.
- Pre-hung doors and windows.
- Installed glass made molding and various joints on shaper.
- Veneering with solid wood and Formica.
- Glued and laminated lumber.
- Made fluting, plinth blocks, and rosette.
- Cut angles, bevels, dados, mortises on various machines, and misc. millwork that was ordered.
- Unload trucks, check invoices against delivery, and purchase order.
- Logged material received and returned.
- Helped customers select lumber, plywood, and molding.
- Pulled inventory needed for in housework.
- Picked orders for shipping.
- Load trucks, forklift operator, power, and manual pallet jacks.
- Met with customers on site or at the showroom for sales, designs, and quotes.
- Worked off blueprints, drawings, pictures, and/or ideas.
- Wrote up work orders, invoices, and delivery tickets for custom and stock millwork.
- Informed customers on order status and follow up after delivery and or pickup.

## **Stockroom Supervisor**

Jamesway Dept. Store  
Kittanning, PA.

June 1984 to October 1989

- Supervised over twelve employees in the warehousing and sales of retail products.
- Interviewed, hired, and trained employees. Yearly reviews and any disciplinary action.

- Ensure compliance of company safety, health, and regulatory procedures are followed.
- Overseen warehouse maintenance of warehouse and equipment.
- Overseen unloading of trucks, moving stock to sales floor, stocking, inventory, and stockroom organization.
- Have overseen meetings along with involved in meetings. This has included other management, customers, perspective customers, vendors, and other employees.
- Balanced workflow from analyzing priorities along with shift notes to meet production requirements.
- Positioned employees based on workload. When priorities changed, efficiently moved employees around to meet deadlines.
- Attended weekly meetings on safety, budgets, and scheduling.
- Interacted with other management and personnel to optimize sales goals, scheduling requirements, and exceed customer service goals.
- As an immediate supervisor, communicated with fellow management and served as a direct point of contact between management and other employees in establishing a team environment.
- Motivated, instilled in employees to be accountable, trained, interviewed, hired, and performed employee reviews.

## **Education**

### **Certificate in 2 years**

Lenape Vo-Tech - Ford City, PA

### **Diploma**

Dayton High School - Dayton, PA