

Adlai S Hampton Jr.

Skills:

- Microsoft Office, 10 Key Calculator, Data Entry, Calibration, Warehouse Experience
- Mail Sorter, Mailroom, Image Processing
- Business Operations
- Exceptional Customer Service
- Check processing, Quality Assurance
- Documentation and Reporting
- General maintenance collaborations
- Typing speed of 45 W.P.M.
- Data Entry 10-key calculators

Education:

High School Diploma in Computer Science
Whitney Magnet Young School - Chicago, IL
September 1986 to June 1990

Certifications:

- Technical support fundamentals Aug. 2020

Volunteer:

Chicago, IL

Oct 2016 - Present

Committee Member (Part time)

Responsibilities:

- Assisted in planning of fundraising and social events for Chicago's Deaf Community.
- Participated in a wide range of highly successful fundraising efforts.
- Processed orders and shipments according to company policies and procedures.
- Implemented the decisions and various policies taken by the Committee member.
- Coordinated with the other members and services within the council.

Work Experience:

Prestige Staffing- Northwestern Memorial Hospital · Chicago, IL

Material Service Coordinator II

Aug 2022 - Present

- Responsible for preparing, issuing, delivering, checking and documenting, linen and medical/surgical supplies provided by Materials Management.
- Issues supplies and equipment from storeroom, central sterile processing and vendor source shipments.
- Labels/identifies products as needed for charging and identification, and places into appropriate storage locations. This includes authorized access to Clean Utility Rooms in all clinical areas. Also, replenishes Materials Management departmental inventories.
- Accurately counts and maintains supply & linen levels as established by management. Responds to customer requests for supplies and linen needs. Requests may be verbal, written, phone, pager or Power Chart.
Completes work from previous shift to accommodate department schedules.
Maintains clean and orderly work area, demonstrates ownership over assigned route.
Performs routine assessment for expired product and resolves issues in a timely manner.
Takes inventory of linen and supplies, and requests needed items through in-house or vendor systems.
Uses manual and automated systems to place orders, record activity, and issue credits.

Maintains accurate logs & records for all processes.
Rotates through various MSC II assignments as needed for cross-training.
Dispenses and delivers materials via tube system elevator, and/or using hand, or power equipment.
Performs other related duties as assigned.

ThermoFisher Scientific-Warehouse- Inventory Coordinator 1 (Group Leader)

May 2021 - Aug 2022

Responsibilities:

Inventory Management:

- Stockroom / POU management, dispensing of product, and follow direction / coordination of affiliated stockroom activities.
- Perform on-site program replenishments and disbursements.
- Perform stockroom duties to include receiving, put-away, stock rotation, cycle counts, and other functions according to customer requirements.
- Remove cardboard and trash as needed (detrashing).
- Deliver direct shipment orders to end users.
- The costs of supplies must daily enter in CODA system.
- Incoming shipping must daily in enter a create document Acknowledge Queue into GMP system.
- Oversee the total inventory management process including but not limited to: cycle counts, full physical inventory counts, performing inventory investigations when needed or required. Perform all material operations as needed. General Warehouse Operations (inventory control, shipping, receiving, ERP, lift truck, etc.)

Sourcing/Order Management:

- Perform order entry, order expediting, customer service call resolution, return goods authorization, processing of backorders.
- Verify the quality, type and amount of materials received are correct and that the appropriate documentation is present (e.g. packing list).
- Facilitate vendor and customer interaction, problem resolution, executing 3rd party & agent buys.
- Follows well defined procedures as outlined by Best Practices, SOP's & work instructions. Take direction from Site Supervisor/Manager (and Team Lead) regarding daily duties.
- Makes decisions and utilizes available resources to meet customer requirements, independently.
- Analyzes/maintains/reconciles various customer and Thermo Fisher reports to ensure customer and Thermo Fisher requirements are met.
- Communicates with supervisor any customer issues or potential problems.
- Promotes personal growth and development by staying abreast of new policies and enhancements without the presence of site trainer and management team.
- Listens to customer concerns, effectively diffuses dissatisfaction, and quickly identifies course of action with a goal of first call resolution within established turnaround times.
- Works effectively with a diverse cross-functional team.
- Embraces Practical Process Improvement (PPI) methodologies.
- Utilizes systems as required by job function.
- Represents Thermo Fisher Scientific at all times throughout customer locations, professionally and positively.
- Performs other duties as assigned by management.
- Perform cycle and inventory counts as directed.
- Safely operate distribution equipment, as required.
- Work in a warehouse environment under various temperatures including room temperature (59–86 degrees F), cold-room (36-46 degrees F), and/or freezer-room (minus 4 – 23 degrees F).

**Aerotek: Thermo Fisher-Mount Prospect, IL
Packaging Technician 1**

Mar 2021- May 2021

Responsibilities:

- Prepares Boxes, labels, bubble wraps, medicines in stocks for Operator Technicians.
- Inspection the boxes, labels, and etc for contamination of wet, dirt. Even the floors, wall to walls, ceiling, tables and etc.
- Log in Good Manufacturing Production after inspecting and after done the finished goods.
- Inventory Coordinator, Group Leader-Thermo Fisher Clinical.
- Overseeing incoming shipping of products, documents of paperworks, templates, supplies, and etc.
- Communicates through radio with the Project Product and or Distribution Products Management during incoming calls.
- Responsibilities of shipping in location of Storage condition room for incoming of products need to place in degree 2 to 8, -15 to -25, -60 to -80 and Ambient +15 to +25 in proper location.
- Responding the incoming emails with Project Product and Distribution Product Management, Operator Production, and staging room.

Amazon, Chicago, IL

Dec 2018 - June 2020

Ambassador-Team Lead

Responsibilities:

- Responsible for picking and packaging products into different boxes
- Used different work orders to package the orders
- Required to label the different packages throughout the shift
- Utilized a computer to print the labels for the different orders
- Ensured there were no defects in the products and the packaging
- Palletized the orders after the packages were labelled
- Processed orders and shipments during the shift
- Comfortable with working in a fast-paced environment
- Operated a pallet jack to move materials around the warehouse
- Assisted with loading and unloading trucks
- Able to lift over 40 pounds throughout the shift
- Maintained a safe and organized work environment

CVS, Mount Prospect, IL

Mar 2016 - Nov 2018

Canister Calibration Technician I

Responsibilities:

- **cleaning the canisters per prescribed schedules and procedures, auditing canister performance, and testing canister performance.**
- **troubleshoot canister electro-mechanical problems. Knowledge of basic computer skills is required as you will be maintaining the canister information database.**
- Responsible for monitoring machinery for quality assurance
- Assembled, troubleshot, and repaired mechanical pieces in a timely manner
- Worked with different vendors for ordering necessary parts for the machines
- Comfortable working in a fast-paced environment
- Used different hand and power tools to repair the machines
- Maintained a clean and safe work environment
- Required to lift over 40 pounds throughout the shift

Snelling-UPS, Bensenville, IL

Sep 2014 - May 2016

Processor/General Clerk (Worked Concurrently)

Responsibilities:

- Used different work orders to package the orders
- Required to label the different packages throughout the shift
- Utilized a computer to print the labels for the different orders
- Ensured there were no defects in the products and the packaging
- Palletized the orders after the packages were labelled
- Comfortable with working in a fast-paced environment
- Operated a pallet jack to move materials around the warehouse
- Assisted with loading and unloading trucks
- Able to lift over 40 pounds throughout the shift
- Maintained a safe and organized work environment

BEPB, Chicago, IL
Clerk/Calibration Technician

January 2015 - September 2015

Responsibilities:

- Worked in a fast pace environment.
- Worked with vendors for ordering necessary parts for making company machines function.
- Monitored machinery for quality assurance for errors by cross-referencing various coding.
- Demonstrated mechanical aptitude.
- Assembled, troubleshot and repaired mechanical pieces in a timely manner.

Bank of New York/Mellon, Chicago, IL
Data Entry Operations III (Worked Concurrently)

February 2013 - November 2013

Responsibilities:

- Worked with vendors for ordering necessary parts for making company machines function.
- Monitored machinery for quality assurance for errors by cross-referencing various coding.
- Assembled, troubleshot and repaired mechanical pieces in a timely manner.
- Administered in combining data from systems when information on accounts was incomplete and furthered to purged files to eliminate duplication of data.
- Rectified customer and account system changes and upgraded by inputting new data and reviewed output.
- Maintained customer confidence and ensured protection of operations by keeping information confidential.
- Mails sorted in bins by zip code, date, used a color mark the package by color in order for the next day.

Thresholds, Chicago, IL
Clinical Support Specialist

February 2007 - November 2013

Responsibilities:

- Interacted with clients to assess daily needs and aligned with appropriate services with disabilities.
- Provided assistance across medication, cooking, laundry and other daily activities with disabilities.
- Work closely with pharmacy professionals to ensure accurate, timely medication refills for disabilities.
- Worked closely with pharmacy professionals to ensure accurate, timely medication refills for disabilities.

LaSalle Bank Corporation, Chicago, IL
Remittance Processor

December 2001 - May 2006

Responsibilities:

- Operated Imaging/Extraction Equipment (iTRAN, IBML, OPEX 7200, OPEX 150).
- Prepared batches of work by extracting checks and remittances from envelopes.
- Inputted data into the system while following standard operating procedures and customer specific instructions for processing.
- Verified negotiability of checks through customer specific instructions for processing.
- Re-associated check images to corresponding material while validating quality of images.
- Balanced/reconciled electronic and paper documentation.
- Analyzed information to determine accuracy and completeness of work.
- Conducted non-routine research.

- Recommended procedural and workflow changes to enhance quality and productivity.
- Sorted companies' mails, catalogs and more.
- Inserted customer and account data by inputting text and numerical information from source documents.
- Reviewed data for deficiencies or errors.
- Corrected inaccuracies and validated output.
- Kept information confidential.

Northern Trust Corp., Chicago, IL
Remittance Processing

June 1997 - November 2001

Responsibilities:

- Operated imaging/extraction equipment (iTRAN, IBML, OPEX 7200, OPEX 150).
- Prepared batches of work by extracting checks and remittances from envelopes.
- Inputted data into the system while following standard operating procedures and customer specific instructions for processing.
- Verified negotiability of checks through customer specific instructions for processing.
- Re-associated check images to corresponding material while validating quality of images.
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