

**Edward A. Gomez Jr.**  
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**2726 East Elmwood Street, Mesa AZ 85213**

### **Skills**

Microsoft Office Suite (Excel, Access, Word, Outlook Power Point) | cGMP/GDP | SOP Development & Implementation  
Mathematically Proficient | Excellent Communicator, Verbal/Written | ERP (Sage MAS 90/200, BatchMaster)  
Production and Manufacturing | Shipping | Distribution – Pick/Pack | Personnel Development/Trainer  
Forklift: VNA/Turret, Picker, Deep Reach, Sit-Down, Scissor

### **Expertise**

#### **Material Handling & Inventory Control**

Receipt, verification, storage, auditing, replenishment, pick/pack, and associated documentation of all physical tasks within the material life cycle. Proficient with related data entry tasks in ERP systems including, but not limited to, cycle counts, adjustments, issuance, and similar inventory control processes. Expert knowledge of material handling equipment, including VNA (turret) forklift trucks.

#### **Manufacturing & Production**

Over a decade of experience in the manufacture of cosmetic and drug skin care products in accordance with written formulas, Standard Operating Procedures (SOPs), current Good Manufacturing Practices (cGMPs) and Good Documentation Practices (GDPs). Utilization of the ERP system to maintain inventory throughout the batching process. Ability to run complex process manufacturing equipment.

#### **Quality, Inventory and Safety**

Well-versed in cGMP and GDP in a topical drug and cosmetic manufacturing plant. Verbally commended by supervisors and peers for attention to quality while improving production efficiency. Experience includes direct involvement of the creation, writing and implementation of SOP's relating to cGMPs, inventory control and safety. Successful participation in compliance audits including the FDA and similar regulatory organizations. Notable achievements: implemented a forklift training and certification program, repeat safety committee member and key contributor to the HAZCOM program.

#### **Leadership**

Five years of supervisory experience leading crews of up to 15 people; working knowledge of asset and personnel allocation, planning and goal setting, scheduling and individual or team collaborations. Training lead experience, specifically teaching new employees on formula and production processes, safe use of machinery/equipment, inventory, policies, and procedures.

### **Work History**

Island Kinetics – Chandler, AZ: Mixing Technician IV (Trainer) 2015 – Present  
MSR-FSR – Chandler, AZ: Abatement Technician – 2015  
PCT International Mesa, AZ: Shipping/Receiving Clerk 2013 – 2015  
UA Local 469 – Tempe, AZ: Plumber Apprentice 2012 – 2013  
Island Kinetics – Chandler, AZ: Ingredient Distribution Supervisor 2003 – 2012

### **Education**

Mesa Community College, Mesa AZ – Associate in Arts