

# **Robert Rivera**

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## **Experience**

**Eden Medical Center / Intern**

**December 2011**

■ **Eden Medical Center**

Collects, cleans, decontaminates, disinfects and/or sterilizes surgical instruments, trays and packs, reusable medical devices and patient care equipment for inpatient Nursing and Medical Office.

Receives and processes incoming supplies and equipment, performs cleaning and sterilizing duties, ran the steam and gas sterilizer and the GIF 140 for the flexible videoscopes, controls and issues supplies and equipment inventories and restocks carts and other areas, prepares packs of supplies, linens and instruments in central supply/services as directed.

## **Certification**

- Certified Sterile Processing and Distribution Technician  
CBSPD License# 24816
- BLS (American Heart Society) Healthcare Provider

**Pitney Bowes (Cisco Systems), San Jose, CA**

**2007-2009**

**Material Coordinator / Logistics Analyst**

- Track down, Receive and Distribute incoming material for the ISBU, GSBUE NPIE Dept.
- Perform Material Transaction, Log-in and out the incoming and outgoing material to HITEMs
- Perform Sellback transactions.
- Primary Lab Contact at ISBU Lab.
- Manage ISBU, GSBUE NPIE Engineering lab in-house inventory with an outstanding 99.5% Inventory Record Accuracy
- Maintain and update daily department metrics and present it at department staff meetings.
- Implemented a kanban process system, which ultimately reduced department spending on materials by 40%.

**CISCO SYSTEMS (Manufacturing), San Jose, CA**

**1996-2007**

**Sr. Service Operations Coordinator / Buyer Planner (2002-2007)**

- Manage department in-house inventory with an outstanding 99.5% Inventory Record Accuracy.
- Maintain and update department metrics weekly and present at department staff meetings.
- Implemented a kanban process system where inventory which reduced department spending on materials by 40%.

**Production Specialist (1996-2002)**

- Owned on-time shipment, ensure all orders were processed in timely manner.
- Directed Leads and Manufacturing Associates to perform certain task to maximize daily productivity.
- Collaborated with the manufacturing Master Scheduler and buyers/planner to ensure required material is available before committing an order.
- Maintained and updated the Bill of Material Structure to ensure the proper materials was being shipped.

**QUANTUM CORPORATION, (Milpitas, CA.)**

**1990-1996**

**Technical Equipment Maintenance**

- Performed a weekly back up to all the test equipment within the cleanroom lab to ensure the proper version of software was installed.
- Inspects and recalibrate all technical tools to ensure ISO standards were followed.
- Performed preventive maintenance on all the test equipment and tools in accordance with the shop standard.

**Education**

- California Pacific International College  
Basics Sterile Processing 2011
- Computer Learning Center - Santa Clara, CA  
Computer Operation 1991
- Evergreen Valley College, San Jose, CA  
AA, Integrated Computer System 1989

**TECHNICAL TRAINING**

- Cisco Catalyst 4000 - 6000 certified
- Test Technician certification 1999
- Cisco certified Network Associates (ongoing)

**TECHNICAL SKILLS**

- MS Office Excel, PowerPoint, Word, Eudora, UNIX