

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 GIFT 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, GSBU NPIE Dept.
- Perform Material Transaction, Log-in and out the incoming and outgoing material to EITEMs
- Perform Sellback transactions.
- Primary Lab Contact at ISBU Lab.
- Manage ISBU, GSBU 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

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