

**Paul Valeri**  
**70 Glendale St #3**  
**Everett, MA 02149**  
**Phone: 617-389-9846**  
**Email: [paul.valeri@verizon.net](mailto:paul.valeri@verizon.net)**

**Apr.2004-Oct.2008 Alkermes Inc.**

**Shipper/Receiver II**

- \*Ensure all receipts,transfers,and shipments are promptly entered in oracle in accordance with applicable standard operating procedures.
- \*Maintain security and tracking of all controlled substance and regulated materials receipts.
- \*DOT/IATA Certified
- \*Assist in inventory control,doing physical counts of GMP materials.
- \*Assist the Warehouse Supervisor with GMP transactions,including requesting out GMP materials and transferring to manufacturing.
- \*Responsible for maintaining the loading dock in an orderly condition along with support in clean ups of the dock and warehouse for "audit readiness".
- \*Safety Committee Representative
- \*Receive in all Non-GMP and routine mail,which consists of verifying against the purchase order and entering into the Oracle system along with delivery to the labs.
- \*Purchase and maintain all solvents for entire company.Maintain the inventory so the end users have enough solvents for testing.
- \*Purchase and maintain all shipping supplies required for shipping.
- \*Coordinate Fed-Ex,DHL,and UPS deliveries and pickups,including database administration.
- \*Sort and deliver mail company-wide,including interoffice and samples between Massachusetts sites.
- \*Coordinate the shipment between Alkermes Massachusetts and Ohio for routine mail delivery.
- \*Responsible for the shipping of equipment inventory to the labs.