

Trever Thomas

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Experience

Globus Medical Inc. (Merger with NuVasive Inc. – Remote 11/23-07/24

Customer Service Representative

- Work with sales representatives to enter and fill purchase orders, direct orders, and return orders using Globus Medical's proprietary ERP system, Mitel Phone Systems, Microsoft Outlook, and JIRA ticket system
- Setting up third party logistics (3PL) for deliveries and returns using FedEx, Airspace Logistics, and MNX Courier Services

NuVasive Inc. – Downers Grove, IL & Remote 12/18-11/23

Fulfillment Specialist

- Used NuVasive's ERP/MRP systems, SAP, and Microsoft Outlook, and Excel.
- Understands how to manage logistics in an FDA regulated field
- Dallas-Fort Worth Fulfillment Specialist
 - Created a route sheet of pickups and deliveries for the satellite office's fleet of field technicians
 - Worked with the satellite office employees and sales representatives to solve equipment and logistic issues
 - Coordinated logistics with FedEx, couriers, and field technicians to cover the surgical schedule.
- Midwest Fulfillment Specialist (Central IL, MN, WI, IA, ND, SD, NE, KS)
 - Work with the sales representatives to troubleshoot equipment issues and schedule logistics
 - Coordinated logistics with FedEx, couriers, and sales reps to cover the surgical schedule.
 - Covered other employees' territories when they were off or when an issue happened after hours

Floor Manager

- Processed all returns from Field Technicians from the field each day.
- Refilled what was used in returning stock and checked for cleanliness and functionality of surgical instrumentation
- Troubleshoot surgical instrumentation and send them back to our Memphis Headquarters if it didn't pass inspection
- Troubleshoot and assembled surgical sets on the loading dock floor for field technicians from the route sheet from the Chicago Fulfillment Specialist and checked all sets for completeness, cleanliness, and functionality.
- Contacted sales representatives with any issues I found in their orders
- Trained new Field Technicians
- Oversaw all activity in the warehouse
- Created shipping labels and packing sheets for all outbound orders
- Shipped out overstock sets outside of the Chicagoland market with the Fulfillment Specialists approval to help fulfillment of surgical schedules nationwide

- Knowledge of surgical techniques and processes and troubleshooting mechanical issues
- Made sure warehouse was sanitized and all Field Technicians had enough PPE during COVID
- Managed shelf inventory and did a daily shelf audit

Field Technician

- Delivered surgical instrument and implants to hospitals for next day spine surgeries to the sterile processing departments inside of every hospital on my route
- Picked up surgical instrument and implants from the sterile processing departments the day after surgery
- Double checked and troubleshooting all instruments and implants for completeness, cleanliness, and functionality
- Maintained constant contact with sales representatives throughout my route
- Trained new Field Technicians
- Maintained my vehicle and equipment
- Created a relationship with all shipping and receiving and sterile processing employees within every hospital I had on my route
- Understands sterile processing rules and regulations

Green Acres Lawn Service – Belvidere,IL 06/18-12/18

Fertilizer Technician

- Held a commercial applicator fertilizer license
- Maintained fixed, and cleaned my truck, equipment, and fertilizer machine
- Mixed the proper chemicals into my machine for each yard

Zimmer Biomet Inc. – Elgin,IL 8/15-5/18

Surgical Coordinator

- Specialized in knee and hip instrumentation
- Coordinated the delivery and pickup of all surgical instrumentation being delivered daily
- Created the routes for the fleet of Field Technicians
- Assembled and troubleshooting surgical sets on the loading dock floor for field technicians and checked all sets for completeness, cleanliness, and functionality
- Point of contact for all instrumentation issues and logistics
- Managed shelf inventory

Field Technician

- Delivered surgical instrument and implants to hospitals for next day orthopedic surgeries to the sterile processing departments inside of every hospital on my route
- Picked up surgical instrument and implants from the sterile processing departments the day after surgery
- Double checked all instruments and implants for completeness, cleanliness, and functionality
- Maintained constant contact with sales representatives throughout my route
- Trained new Field Technicians
- Maintained and fixed my vehicle and equipment
- Created a relationship with all shipping and receiving and sterile processing employees within every hospital I had on my route
- Understands sterile processing rules and regulations

Marriott Griffin Gate Golf Course – Lexington, KY 3/15-8/15

Golf Course Maintenance Technician

- Knowledge of using multiple commercial golf course equipment and mowers
- Reported any landscaping or mechanical issues to the golf course manager
- Mowed everyday
- Raked sand bunkers everyday
- Helped landscape the hotel when we were done with the golf course

Raby Roofing Company – Gilberts, IL 06/12-3/15

Laborer

- Bent counter flashing and metal trim using shop equipment
- Managed inventory of roofing supplies
- Unloaded and loaded trucks daily using a forklift
- Picked up roofing supplies from local distributors
- Helped on bigger jobs, packing shingles up onto the roof and cleaning up the tear off debris
- Greased the joints on all the telescopic forklift and regular forklift
- Helped on roof repair jobs

Training/License

- **Class A CDL – Rock Valley College Truck Driver Training Program, Rockford, IL**
- **Microsoft Excel: Beginner to Advanced Course - Udemy**

Hobbies/Interests

- **Car repair and maintenance**
- **Home improvement projects**
- **Small engine repair**
- **Coding**
- **Building/Repairing PCs and laptops**