

TREVER THOMAS

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PROFILE

I have over 10 years of experience in the medical device industry, progressing from a Delivery Driver to a Fulfillment Specialist and Surgery Coordinator. Recently, I have discovered a passion for web development and am eager to transition into this field. I am seeking opportunities to further develop my skills and make a meaningful career change.

SKILLS

Technical Skills:

- Microsoft Office Suite
- Microsoft SharePoint
- Microsoft Outlook
- HTML/CSS/JavaScript
- SQL (SQLite, MySQL)
- Database Management
- Ruby on Rails (In progress)
- Python (In progress)
- SAP / ERP Systems
- JIRA / Service Desk
- Git/Github
- Power BI / Tableau
- Google Search / AI

Industry Skills:

- Inventory Management
- Customer Service
- Quality Control
- Shipping and Receiving
- Logistics Coordinating
- Courier Delivery
- Purchase Orders
- Troubleshooting
- Data Analysis

Soft Skills:

- Leadership
- Communication
- Problem-Solving
- Time Management
- Teamwork
- Analytical Skills
- Critical Thinking
- Adaptability
- Attention to Detail
- Collaboration
- Networking

EXPERIENCE

Fulfillment Specialist / Customer Service, 2021 - 2024

Field Technician / Floor Manager, 2018 - 2021

NuVasive Inc. & Globus Medical Inc.

- Managed multiple ERP systems and SAP for scheduling and quality assurance on surgical sets.
- Utilized Service Desk and Mitel Phone System for purchase orders, tracking shipments, and troubleshooting logistical issues.
- Coordinated logistics with third-party courier services, FedEx, and company field technicians.
- Collaborated with multiple sites and sales representatives across the United States.
- Performed inbound and outbound shipping and receiving functions.
- Delivered and picked up surgical equipment for hospitals across the Chicagoland area and northwest Indiana.
- Maintained shelf quantities and organized surgical assets within a warehouse.
- Oversaw inventory management and quality assurance processes using SharePoint and Excel.
- Trained new staff in operational procedures and safety protocols.

Surgical Coordinator, 2015 - 2018

Zimmer-Biomet

- Coordinated warehouse clerks and drivers based on surgery schedules from the Surgery Management System.
- Served as the point of contact for surgical instrument issues and logistics.
- Managed shelf inventory levels and communicated with sales representatives.
- Ensured quality control for outgoing products.
- Trained new warehouse clerks.