

Lucas Sterosky
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Education:

University of Central Florida ▪ Orlando, FL ▪ December 2010

Bachelor of Science in Interdisciplinary Studies

Areas of Focus: Biomedical and Computational Sciences

Minor: Psychology

Magna Cum Laude, Cumulative GPA: 3.77

Daytona State College ▪ Daytona Beach, FL ▪ May 2009

Associates of Art in General Education

Summa Cum Laude, Cumulative GPA: 3.97

Employment History:

MilliporeSigma ▪ Milwaukee, WI/Sheboygan Falls, WI ▪ 08/2016 – Present

Warehouse Operator 4 – Flavors & Fragrances/Stains and Dyes Division

- Assisted with packing and systematically processing both international and domestic prepack/configuration deliveries for F&F (Flavors and Fragrances) and S&D (Stains and Dyes) departments.
- Created international shipments by consolidating deliveries according to country of destination, routing, and freight forwarding carrier.
- Assisted with moving supplies and inventory from the Milwaukee location to the Sheboygan location after the organization announced that they would be moving both F&F and S&D operations to the Sheboygan site.

MilliporeSigma ▪ Milwaukee, WI ▪ 01/2015 – 08/2016

Packaging Operator – Flavors & Fragrances Division

- Used calibration equipment to break down bulk material into the specified SKU sizes as stated on process orders. ▪ Responsible for recording what was weighed out, how much material was used during the weighing process, and the amount of bulk that would be returned to stock.
- Followed all standard operating procedures to maintain a safe environment for co-workers.
- Followed food safety protocols to avoid cross-contamination of food grade products.

Sigma-Aldrich ▪ Milwaukee, WI ▪ 07/2014 – 01/2015

Inventory Control Rep 1

- Helped maintain inventory accuracy rate of 98% or greater.
- Worked closely with the DC pack line to help resolve non-conforming customer orders.
- Assigned performance errors when necessary to those within the selection or receiving departments if an action that they performed led to a non-conforming customer order.

Sigma-Aldrich ▪ Milwaukee, WI ▪ 10/2013 – 06/2014 (Employed through Kelly Services from 10/2013 to 4/2014)

Warehouse Operator/DC Packer

- Packed hazardous/nonhazardous chemicals and laboratory equipment and prepared them for shipment to customer.
- Ensured that the customer received the correct products and the correct number of units for each product.
- Followed company conformance standards to make sure that all products being shipped to customer were in safe and suitable condition.

Soderstrom Skin Institute ▪ Peoria, IL ▪ 7/2012 – 1/2016

Medical Transcriptionist – Independent Contractor

- Transcribed over 800,000 lines of physician and physician assistant (PA) dictations in an accurate and timely manner
- Prepared insurance letters and fax documents when needed

Daytona State College Admissions Office ▪ Daytona Beach, FL ▪ 08/2007 – 05/2009

Records Assistant

- Management and organization of student academic records
- Participation and production of marketing literature for academic events
- Preparation of electronic archive scanning

Technical Skills:

Microsoft Office, HTML/XHTML, Microsoft Visual Basic 6, C#, Javascript, Python, Google Apps Script

Competencies:

Ambitious, creative, innovative, excellent typing skills (70+ WPM), ability to see projects through to completion

Educational Achievements:

- 2007-2010 President's list or Dean's list nominee every semester as a college student
- Was in the top 5% of graduating class

Additional Projects:

- Created an employee time off management database for both the Flavors & Fragrances and Stains & Dyes departments. This was originally created using JavaScript and Google Apps Script technology, but was later redeveloped in Microsoft Access after the organization phased out of using Google Cloud Services.

Included the following functionality:

- Allowed employees to enter and submit time off requests, including date, time off type, and number of hours. - Allowed supervisors to review and accept/reject employee requests, receive notification emails of any new requests, and carefully monitor or modify time off balances for any employee.
- Provided a publically viewable web calendar that showed which employees were off for any business day.

- Developed an MS Access database for the F&F quality assurance department for storing and retrieving sample information into and from a backend database by entering in the specified material and batch number, which reduced time spent categorizing and streamlining the sampling process.

- Created an efficacy and productivity-monitoring database for the Stains and Dyes packaging department.

Included the following functionality:

- Allowed employees to enter what process orders that they completed, and also allowed them to enter the number of units completed. Systematic timestamps would also be created automatically for when they started and completed each order. This also allowed them to create timestamps for when they left and came back for breaks, and record information regarding other activities that they completed when not performing labor (LMS training, miscellaneous tasks, attending meetings, etc.)
- Created a form for supervisors to monitor employees' overall performance, including total units weighed, total applied labor time, and labor time efficacy using predefined formulas. Provided multiple screens that allowed daily, weekly, and overall monthly performance numbers to easily be viewed for each employee.