

# Madelin Vicente

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## OBJECTIVE

To obtain an administrative position within Materials Management that will allow me to grow professionally and help the organization to meet its objectives.

## BACKGROUND SUMMARY

Over ten (10) years of experience in Hospital and Medical Device manufacturing environments within Accounting and Materials Management performing in areas such as Purchasing, Planning, Warehousing (Shipping and Receiving), Distribution, Packaging, Domestic and International Traffic, Payroll, and Secretarial functions. Considered to be a very responsible, committed, loyal, and discrete professional who works exceptionally well under pressure and with minimum supervision. I am Fully Bilingual (Spanish/English), Computer Knowledge; People Soft Integrated System, Microsoft Office (Word, Excel, PowerPoint), Lotus Notes, among others. Possess full knowledge of GMP's and certification as IATA Dangerous Goods exportation.

## PROFESSIONAL EXPERIENCE

### **CIBA Vision of Puerto Rico, Inc. - Cidra, PR**

**02/1999 – 10/2007**

#### **Logistics Coordinator**

**02/2004 – 10/2007**

CIBA Vision is a subsidiary of Novartis and a manufacturer of contact lenses. I was responsible for coordinating the daily work schedule of six employees in the process of delivering materials to internal clients, planning inventory levels, managing cycle count inventory policy, order processing, meeting customer service levels, managing and publishing aging reports, coordinating on-time pick-ups for affiliates lens shipments, daily shipment requirements, and documentation for domestic and international orders, among others. Also, I prepared necessary reports and graphs to monitor lenses timing on a daily basis.

#### **Order Processing Specialist**

**02/1999 – 02/2004**

Coordinated and administered the distribution of Finished Goods. Prepared shipping documents (domestic & international) and daily and monthly reports of the sales. I communicated daily with Customer Service in CIBA Vision, USA and International. Edit department's payroll.

## MAJOR ACCOMPLISHMENTS

- Through careful monitoring of perpetual inventory and motivating employees was able to reach 99% accuracy during annual physical inventory in 2006.
- A number of administrative and logistical obstacles were impacting the agility of the delivery times of finished lenses to their Germany destination. Through my own initiative was able to minimize the obstacles and eventually reduce the shipping times from five (5) days to two (2) days.
- Pending problem orders were one of the major handicaps in ensuring that 100% order processing was not being accomplished. Through troubleshooting of these problem orders and employee motivation, we were able to accomplish consistency in 100% daily order processing.
- Throughout my career I have been promoted to higher level positions at each of the organizations that I have worked.
- I was recognized as the company's Symbol Worker for the year 2001.
- Recognized for excellence in attendance for a number of years, including for perfect attendance.

**Madelin Vicente**

**Page Two**

### **Becton Dickinson Diagnostics, Inc. – Cayey, PR**

**01/1994 – 02/1999**

#### **Accounting Secretary**

**08/1995 – 02/1999**

I reported to the Accounting Manager at this Medical Device manufacturer of laboratory supplies. Prepared and maintained all confidential files as directed, and maintained the

Accounting Manager's work schedule. I was also responsible for processing incoming and outgoing mail, and messenger services. Other duties included the preparation and maintenance of the exempt payroll, fringe journal entries and bank reconciliations. Assigned and entered all batch payroll numbers to new employees through IBM P.C. to Interboro's clock.

***Shipping and Warehouse Clerk***

**01/1994 – 08/1995**

Typed and filed documents, handled incoming and outgoing calls, coordinated Finished Goods shipments by air or by sea, scheduled incoming raw material containers, prepared and entered documents of receiving reports, material transfers, inventory adjustments and audit inventories.

**Hospital Interamericano de Medicina Avanzada - Caguas  
Secretary II – Purchasing Dept.**

**08/1991 – 01/1994**

**07/1992 – 01/1994**

Processed Purchase Orders, handled incoming and outgoing calls, coordinated meetings, transcribed minutes of the meetings, in-charge of petty cash, and requesting quotations.

**Secretary I – Purchasing Dept.**

**08/1991 – 07/1992**

Typed and filed documents, handled incoming & outgoing calls, handled Purchase Orders, in charge of all the documents that came in or out of the fax machine and greeting visitors.

**EDUCATION**

**University of Puerto Rico - College of Humacao**

**05/1991**

**Bachelor Degree in Business Administration (Secretarial & Accounting)**

**SEMINARS**

- "Lideres 20/80", "Reg. Del Sistema de Calidad para Dispositivos Médicos (GMP's)"
- "Herramientas para el Desarrollo de Acciones Correctivas y Preventivas"
- "Valorando Nuestras Diferencias" – Based on "Human Dynamics"
- Incoterms 2000
- IATA Dangerous Goods Training
- "Las Cinco Tentaciones de un Gerente"
- Understanding Your Basic Import/Export Documentation – (APICS)

**HOBBIES**

I like to read, listen to music and swim.