

James Lilly

Operations Manager | Internet Sales Director | Safety Coordinator

17 Appleton St • Salem, MA 01970 • 978-380-0151 • lilly.jamesjr@gmail.com

Summary

Operations Manager with 12+ years of experience working in the electronics recycling and precious metal refining industry. Specializations include internet sales, safety coordination, and management of operations that follow Responsible Recycling (R2) certification guidelines. Effective in communication at all levels with proven skills in building and maintaining constructive relations with colleagues, customers and clients.

Professional Experience

M&K Recovery Group (www.mkrecoverygroup.com) - North Andover, MA **September 2002 - Present**
Operations Manager, Sept 2007- Present

- Management of operations for e-cycling, IT asset disposition, and precious metal refining.
- Responsible for all warehouse staff hiring and termination. The staff has consisted of 20 employees. Currently in charge of 8 warehouse employees.
- Oversee all incoming lots. Including segregation, weighing, and all paperwork. Lots can be LTL loads to a full tractor trailer weighing 44,000 pounds. M&K processed 913 Tons of material in 2014.
- Evaluate all incoming materials and equipment to determine recycling value versus remarketing value. Re-marketable material ranges for individual computer/server components (circuit boards, power supplies, lcd panels) to complete server racks and storage systems.
- Work with sales team and clients to provide accurate job quotes
- Determine the scope of work including labor, travel, and materials needed to ensure a proper estimate is given to clients.
- Provide weekly commodities pricing to enable sales team to safely buy, charge, or credit their customer's materials.
- Submitted design layout of our current location when the building was purchased and renovated in Sep 2008. A 30,000 square foot facility. Decided the best location for our de-manufacturing line, Precious metals lab, shredder, balers, and arranged pallet racking.
- Meet and negotiate with vendors to purchase capital equipment for the facility. Brodie Toyota (forklifts), BSE Recycling (balers and shears), Untha (shredder).
- Traveled to our Texas facility multiple times to improve layout and overall operations. Helped management completely redesign the layout of the de-manufacturing area and arrange the pallet racking for optimal use of space.
- In charge of operations and facilities portion of our ISO 9001/14001, OHSAS 18001, and R2 certification process. Prepared warehouse for audits, responsible for preparing schedules, logs, policies, and procedures.
- Responsible for finding and selecting new downstream partners to comply with our recycling certifications.
- Represented the company at various trade shows and conferences. I was an exhibitor at multiple E-Scrap conference's and SIFMA, along with attending local trade show's to meet potential clients.
- Implemented an online inventory of prepared materials and commodities ready to sell to our downstream partners.
- Oversee all aspects of data destruction process. Onsite or at our customers locations. Includes serial number scan, degaussing of drives, shredding material, and paper work/certificates of recycle and destruction.
- Efficiently manage the schedule of all work to be done at a customer's location which includes dates, times, materials needed, and number of employees needed.
- Responsible for communicating with other operations managers, facilities managers, owners, and office personal to ensure jobs run smoothly.

Safety Coordinator, June 2011- Present

- Ensure Employee compliance with company safety policies & procedures
- Hazard identification

- Perform Safety Inspections
- Conduct Safety Training Meetings
- Accident Investigation & Reporting
- Monitor Safety Conditions in Warehouse
- Ensure all equipment used by employees including box truck are properly maintained & in good working condition

Internet Sales Director, July 2005 - Present

- Identified product for remarketing value.
- Established cost effective testing procedures for equipment to qualify for resale.
- Developed a network of brokers and repair facilities to sell or refurbish product.
- Manage all aspects of our online sales department, including development of ad copy, pricing, shipping and customer satisfaction.

Internet Sales Representative, Sept 2002 - July 2005

- Tested items to be resold online.
- Listed materials to be sold via Ebay and Brokerbin.

Drewicz Elementary School - Lynn, MA

Sept 2001 - Jun 2002

Physical Education Teacher

- Developed lesson plans for grades k-5.
- Helped introduce new ways of being active and healthy to inner city youth.

Education

Salem State College - Salem, MA

Bachelor of Arts in Geography - May 2001