

# Marcus Brown Jr.

Memphis, TN

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To acquire a position with an organization that allows me to emphasize strong quality, ability, and experience. Commit to excellence while keeping the main goal(s) in focus. Remain consistent as an employee who goes the length to satisfy company policies, rules, and regulations.

Authorized to work in the US for any employer

## WORK EXPERIENCE

### **US Postal Clerk**

United States Postal Service - Memphis, TN - May 2014 to Present

US Postal Clerk

1. Provide sales and customer service support by greeting customers, selling of stamps, and usage of a computerized system: accepting and weighing of packages.
2. Make one or more sortation of outgoing/incoming mail, using the appropriate sort program or manual distribution.
3. Remove sorted mail from bins and into appropriate trays or containers for further processing and dispatching.

### **Forklift Operator**

Merritt Railing - Memphis, TN - May 2007 to May 2014

Forklift Operator

1. Operate motorized forklift to transport freight safely and efficiently.
2. Accurately select orders in accordance to customer's quality satisfaction.
3. Supply product to pick lines to ensure production is met.

Inventory Specialist

1. Manage the inventory levels and product movement.
2. Research inventory discrepancies and making necessary corrections.
3. Regularly train site staff in proper inventory control techniques and practices.

Handler

1. Perform industrial and manual duties: consisting of shipping, receiving, and scanning of materials into warehouse.
2. Load and unload freight in a timely manner utilizing the appropriate motorized and manual equipment by hand.
3. Secure freight inside trailers using appropriate tools, pallets, straps, and rope. Operate cranes.

## EDUCATION

### **Licensed Master Barber in Barbering**

Memphis Institute of Barbering - Memphis, TN

2011 to 2012

### **BA in Business Administration**

University of Memphis - Memphis, TN

2008 to 2011

## SKILLS

•Computers •Forklift(s) •Barbering

## CERTIFICATIONS

### **Forklift Certification**

Stand Up, Sit Down, Order Selector, Reach Truck (Crown & Raymond)

## ADDITIONAL INFORMATION

•Microsoft Word, Excel, & Power Point

•SAP & Red Prairie Softwares