

Bryan Berryhill

Killeen, TX

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Authorized to work in the US for any employer

WORK EXPERIENCE

Receiving Clerk

Best Rite - Temple, TX - March 2015 to Present

Responsibilities

- Receives and unloads incoming materials and compares information on packing slip with purchase order to verify accuracy of shipment; may process return shipments from customers.
- Delivers items to requisitioning departments and obtains authorized signatures for accepted items
- May operate dolly, pallet jack, and/or forklift in loading and unloading supplies and equipment; may operate shrinkwrap machine
- Ability to lift 50 plus pounds

Accomplishments

Good leadership and teamwork

Skills Used

Forklifting skills, Mathematics

Distribution Clerk

Louis Berger Logistics - Killeen, TX - December 2012 to March 2014

Responsibilities

- ◆ Assist shipping and receiving unloading trucks, checking in merchandise
- ◆ Move materials and items from receiving or storage areas to shipping or to other designated areas
- ◆ Sort and place materials or items on racks, shelves or in bins according to predetermined sequence such as size, type, style, color or product code.
- ◆ Prepared pallets by following prescribed stacking arrangement and properly tagging pallets
- ◆ Recorded numbers of units handled and moved, using daily production sheets or work tickets
- ◆ Conduct Daily, quarterly, and yearly intensity inventory operations
- ◆ Sweep, dust and mop. Organize warehouse and work area for orderliness at all times
- ◆ Warehouse operations team Used propane forklift to load trailer at warehouse

Skills Used

Forklifting, Microsoft Office, and teamwork

EDUCATION

Texas Southern University - Houston, TX

2010 to 2012