

# Marc Fletcher

Springfield, OH

mfletcher819@yahoo.com - 937-450-4054

- Class A CDL
- Eight years of forklift experience
- Trained in OSHA lockout/ tag out procedures
- Proficient in SAP, Microsoft Outlook, Excel, and Power Point
- Organized, efficient and able to work independently

## WORK EXPERIENCE

### **Substitute Bus Driver**

Springfield City Schools - Springfield, OH - September 2014 to Present

#### Responsibilities

Transport children to and from school.

Pick up children along scheduled routes.

Follow safety procedures, traffic laws, state and federal regulations.

Enforce rules regarding conduct.

### **Route Driver/Sales**

Pepsi Beverage Company - Houston, TX - April 2014 to September 2014

Drives truck over established route to deliver and sell product, collects money from customers. Calls on prospective customers to solicit new business. Prepares order forms and sales contracts.

### **Team Lead/Business Analyst**

Anadarko Petroleum/Pitney Bowes Management - Houston, TX - April 2011 to April 2014

Document and material control. Shipping and Receiving management. Arrange and record shipments. Warehouse management.

### **Shipping Clerk/Warehouse Clerk**

Array Holdings - Houston, TX - September 2010 to April 2011

Fill and Transact work orders, purchase orders, and sales orders.

- Transport inventory, unload incoming stock and load orders.
- Perform cycle counts.
- Perform other related duties as required.
- Replenish flow line materials and receive completed devices.

### **Detention Worker/Control Room Operator**

Clark County Juvenile Court - Springfield, OH - December 2008 to September 2010

Supervised youth and assisted in discipline

- Coordinated daily educational and recreational activities
- Assisted general public with questions regarding status of housed inmates
- Conducted room checks and personal searches
- Assisted in the housekeeping of the detention center
- Processed new admissions

### **Telemarketer**

Tele-Performance USA - Fairborn, OH - December 2007 to November 2008

Handled 500 to 600 outgoing sales calls on daily basis

- Enrolled and verified client's information and record numbers
- Possesses a variety of customer service skills
- Worked as a team player to assist other sales members

### **Material Handler**

The Antioch Company - Yellow Springs, OH - June 1998 to December 2007

Loaded, unloaded trucks and moved materials within plant and work site

- Read work orders and followed oral instructions to ascertain materials to be moved
- Executed daily operations of quality checks
- Structured and maintained a safe work environment
- Completed all computer transactions when needed
- Trained others when needed

### **EDUCATION**

Clark State Community College - Springfield, OH  
2008

### **Diploma**

Springfield South High School - Springfield, OH