

# Arnold Butler

asset to any company

Philadelphia, PA  
snacattac33@msn.com - 267 686 1379 /347 825 2066

i have experience in this type of work ...im fast and accurate  
Authorized to work in the US for any employer

## WORK EXPERIENCE

### **Production Supervisor**

R G I S INVENTORY SERVICE - Philadelphia, PA - January 2010 to April 2014

PA

R G I S INVENTORY SERVICE

- Compiled and maintained records of quantity, type and value of material, equipment, merchandise and supplies in stock
- Computed inventory balance, price and cost
- Posted totals to inventory records, manually and using computer
- Trained and managed small groups on four million dollar inventories and achieved significant improvements in their productivity

### **TRANSACTION PROCESSOR**

A.C.S - Horsham, PA - December 2006 to January 2010

A.C.S.

- Verified and kept records on income and outgoing shipments
- Prepared items for shipment
- Typed loan applications forms
- Use outside vendors such as UPS and FedEx for special orders

### **Warehouse Manager**

WESTCHESTER, PA - Philadelphia, PA - March 2006 to October 2006

- Verified and kept records on income and outgoing shipments
- Prepared items for shipment
- Typed loan applications forms
- Use outside vendors such as UPS and FedEx for special orders

### **AUDITOR**

WASHINGTON INVENTORY SERVICE - Glenolden, PA - February 2002 to February 2006

PA

WASHINGTON INVENTORY SERVICE

- Compiled and maintained records of quantity, type and value of material, equipment, merchandise and supplies in stock
- Computed inventory balance, price and cost
- Posted totals to inventory records, manually and using computer
- Trained and managed small groups on four million dollar inventories and achieved significant improvements in their productivity

**COLLECTOR**

FEDEEAL BOND COLLECTIONS - Philadelphia, PA - May 2004 to February 2005

**FEDERAL BOND COLLECTION SERVICE**

- Located customers to collect installments, overdue accounts, damage claims, and non-payable checks
- Kept record of collections and status of accounts
- Had service discontinued and merchandise repossessed

**Area Manager**

WASHINGTON INVENTORY SERVICE - Philadelphia, PA - March 2003 to March 2004

PA

**AMERICAN & EFRID**

- Counted, weighed and measured items of incoming and outgoing shipments to verify information against bills of invoices, orders and other records
- Post weights and shipping charges and affixed postage
- Unpacked and examined incoming shipments
- Affixed shipping labels on packed cartons

**EDUCATION****Accounting**

MORGAN STATE UNIVERSITY

September 1991 to May 1993