

# Brian Gerler

## **Clerical / logistics/ Delivery Driver - Staples Inc**

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To whom it may concern;

I offer 12 years of logistics / Delivery operations and customer service experience.

My attached resume highlights my career profile.

I'd welcome the opportunity to speak with you if you feel I'd be a strong candidate for your organization.

Thank you for your time.

Authorized to work in the US for any employer

## Work Experience

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### **Delivery Driver**

Staples - Aurora, CO

April 2019 to Present

Deliver packages to downtown Denver. I currently have over 60 stops per day and deliver from 140 to 160 packages a day.

### **Clerical work**

Staples Inc - Rialto, CA

October 2006 to Present

- Rialto, CA October 2006 - Present

- Provide professional administrative support and display comprehension of logistics and environmental health/safety programs including worker compensation and incident case files.
- Provide assistance with stocking of merchandise from warehouse to store shelves.
- I provide quarterly inventory of warehouse merchandise to find discrepancies.
- Multitasking, juggling multiple phone lines; face-to-face contact with over 300 clients daily. I assist visitors and employees on a daily basis.
- Clerical work including heavy filing, scheduling, data entry, appointment setting.

### **Inventory Clerk**

Colorado Belle - Laughlin, NV

April 2000 to April 2006

- Provide assistance with stocking of merchandise from warehouse to store shelves.
- Inventory; provide quarterly inventory of warehouse merchandise to find discrepancies.
- Participate in training to maintain a high level of knowledge, skill, and ability necessary to function safely and effectively

## Education

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Chaffey College - Fontana, CA  
October 2018

## Skills

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- Data Entry (10+ years)
- Outlook (10+ years)
- Scheduling (10+ years)
- Receptionist (10+ years)
- Filing (10+ years)
- Time Management (10+ years)