

Clarence L. Williams

(816) 824-3171
Clw3323@yahoo.com

3323 Highland
Kansas City, MO 64109

QUALIFICATIONS SUMMARY

Project driven operations manager with focus towards integrity and quality. Led and managed a team that increased productivity and tonnage by more than 50%, resulting in a 30% increase in sales. Self-motivated and detail oriented individual that thrives in a team environment and possesses skills in:

- Scheduling and Planning
 - Managing an OSHA approved facility
 - Monthly Production Reports
 - Workforce Development
 - Customer Service
 - Maintenance Management
 - Facility Maintenance/ Management
 - Dispatching
 - Purchasing
 - Machinery Operations
 - Forklift
 - Front-End Loader
 - Pallet-Jack
-

PROFESSIONAL EXPERIENCE:

Allied Staffing

2014-Present

Goodwill Industries- Outlet Store - Kansas City, Missouri

LEAD

- Direct supervision of warehouse associates
- Manages merchandise assortment placed in outlet store
- Controls flow of product from floor to outlet to recycling
- Supervises baling operation, tippers and sorters
- Oversees maintenance of warehouse equipment
- Manages warehouse staffing

UPS Freight/Overnight Transportation – Kansas City, Kansas

2012-2014

DOCK WORKER

- Verified and placed pallets from designated areas into trailers for safe transport
- Received shipments and placed pallets in designated warehouse location
- Examined invoices and shipping documentation to ensure proper placement and movement of freight.

Advantage Metal Recycling - Kansas City, Missouri

2010-2012

QUALITY INSPECTOR

- Evaluated and graded all incoming loads
- Assisted customers with information and direction

Hope Academy/Zion Grove Baptist Church-Kansas City, Missouri

2009-2010

FACILITY/MAINTENANCE MANAGER

- Prepared facility for all events and services
- Supervised janitorial staff
- Responsible for opening and closing facility for events and services

Pitney Bowes - Kansas City, Missouri 2007-2009
LEAD/MATERIAL HANDLER

- Controlled work flow by preparing tables for workers
- Worked on various production lines
- Loaded and unloaded trucks

Fed-X – Fort Worth, Texas 2006-2007
Warehouse (Seasonal)

- Sorted freight for loading and unloading
- Loaded and unloaded trucks

USA Waste – Granbury, Texas 2005-2006
Sales Representative

- Sold equipment and services to established and new customers
- Expanded customer base by cold calling and building relationships with potential clients

Western Reclamation - Arlington, Texas 1995 – 2005
CSLP RECLYCLING MANAGER

- Trained and supervised 25 employees in daily pick-ups and deliveries.
- Responsible for team development and meeting department productivity benchmarks.
- Efficiently scheduled loads for truck and rail delivery.
- Dispatched for bale and truck routes.
- Interviewed new applicants and current vendors.
- Conducted scheduled cold-calls to increase revenue.
- Purchased paper and other commodities from outside sources.
- Controlled petty cash for daily operations.

EDUCATION:

Westport High School - Kansas City, Missouri

United States Army - Fort Gordon, Georgia
MILITARY COMMUNICATIONS

REFERENCES:

Furnished upon request