

Daryl Williams

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Willing to relocate: Anywhere

Work Experience

Inventory Specialist / Shipping and Reciving clerk

Express Employment Professionals - Los Angeles, CA

February 2020 to June 2022

- Receive and count stock items, and record data manually or using a computer.
- Pack and unpack items to be stocked on shelves in stockrooms, warehouses, or storage yards.
- Verify inventory computations by comparing them to physical counts of stock, and investigate discrepancies or adjust errors.
- Mark stock items using identification tags, stamps, electric marking tools, or other labeling equipment.
- Read source documents such as canceled checks, sales reports, or bills, and enter data in specific data fields or onto tapes or disks for subsequent entry, using keyboards or scanners.
- Compile, sort, and verify the accuracy of data before it is entered.
- Prepare documents, such as work orders, bills of lading, or shipping orders, to route materials.
- Determine shipping methods for materials, using knowledge of shipping procedures, routes, and rates.
- Pack, seal, label, and affix postage to prepare materials for shipping, using work devices such as hand tools, power tools, and postage meter.

Warehouse Supervisor

Amazon - Washington, DC

August 2019 to February 2020

- Collaborate with workers and managers to solve work-related problems.
- Verify the structure, accuracy, or quality of warehouse data.
- Review designs, codes, test plans, or documentation to ensure quality.
- Supervise the activities of workers engaged in receiving, storing, testing, and shipping products or materials.
- Interview, select, and train warehouse and supervisory personnel.
- Issue shipping instructions and provide routing information to ensure that delivery times and locations are coordinated.
- Track and trace goods while they are en route to their destinations, expediting orders when necessary.
- Review invoices, work orders, consumption reports, or demand forecasts to estimate peak delivery periods and to issue work assignments.

Package Delivery Courier

DHL - Washington, DC

January 2018 to July 2019

- Load vehicles with listed goods, ensure goods are loaded correctly, and take precautions with hazardous goods.

- Obtain signatures and payments, or arrange for recipients to make payments.
- Record information, such as items received and delivered and recipients' responses to messages.
- Perform routine maintenance on delivery vehicles, such as monitoring fluid levels and replenishing fuel.
- Collect, seal, and stamp outgoing mail, using postage meters and envelope sealers.
- Unload goods from large trucks, and load them onto smaller delivery vehicles.

Cashier/Sales Associate/Mail Clerk

The UPS Store - Washington, DC

June 2016 to December 2017

- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Greet customers entering establishments.
- Answer questions regarding the store and its merchandise.
- Inventory stock and requisition new stock.
- Keep money drawers in order, and record and balance daily transactions.
- Weigh letters and parcels; compute mailing costs based on type, weight, and destination; and affix correct postage.
- Record shipment data, such as weight, charges, space availability, damages, or discrepancies for reporting, accounting, or record-keeping purposes.
- Determine shipping methods for materials, using knowledge of shipping procedures, routes, and rates.
- Pack, seal, label, and affix postage to prepare materials for shipping, using work devices such as hand tools, power tools, and postage meter.

Warehouse Package Handler

FedEx - Washington, DC

December 2014 to June 2016

- Record shipment data, such as weight, charges, space availability, damages, or discrepancies for reporting, accounting, or record-keeping purposes.
- Determine shipping methods for materials, using knowledge of shipping procedures, routes, and rates.
- Pack, seal, label, and affix postage to prepare materials for shipping, using work devices such as hand tools, power tools, and postage meter.
- Examine contents and compare with records, such as manifests, invoices, or orders, to verify the accuracy of the incoming or outgoing shipment.

Education

Associate's degree in Business Administration

Los Angeles Pierce College - Los Angeles, CA

June 2022 to Present

High school diploma

Dunbar High School - Washington, DC

August 2011 to June 2015

Skills

- Courier

- Shipping & Receiving
- Warehouse Supervisor Experience
- Logistics
- Order Picking
- Warehouse Distribution Experience
- Load & Unload
- Microsoft Word
- Quality Control
- Materials Handling
- Maintenance
- Warehouse Management
- Warehouse Experience
- Microsoft Office
- Merchandising
- Inventory Control

Languages

- English - Expert

Certifications and Licenses

Driver's License

Food Handler Certification

Assessments

Attention to detail — Proficient

November 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

Warehouse safety — Highly Proficient

April 2022

Using safe practices in a warehouse setting

Full results: [Highly Proficient](#)

Work style: Reliability — Proficient

November 2021

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.