

Desmond Ward

Austin, TX

desmondward9_8vj@indeedemail.com

+1 512 828 2346

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Inventory Specialist

Texas Department of Transportation - Austin, TX

October 2021 to Present

- Verify that all incoming and outgoing parts/ materials/ components. Coordinate transportation services with carriers to execute shipments as needed. Provide subject matter expertise to internal colleagues seeking support with logistics matters, shipping, exporting and importing processes. Ensure the use of discount, strategic, and contracted transportation carriers are being utilized the most economical and effective way. Generate and record waybill information while utilizing common carriers shipping. Visually examine materials and accompanying paperwork for defects and sorts articles according to extent of defect. Accurately identify part numbers, serial numbers, and quantities and assure all match the accompanying paperwork. Record factors causing materials to be rejected. Certify that all required documentation is with the received order or shipped order. Perform receiving of all inbound materials.

Driver

FedEx Ground - Austin, TX

September 2018 to April 2022

Load packages onto truck. Independently map out best option for delivery. You hand help device to deliver packages. Daily inspect vehicle for maintenance.

Field Monitor

LogistiCare - Austin, TX

January 2013 to January 2017

Field Monitor

- Performs scheduled and random visits to healthcare facilities and contracted transportation providers. Investigates quality of transportation provider's on-time performance, driver's adherence to service requirements. Answer 100 inbound calls instructing member and driver where and how to meet. Focuses investigations on appropriate assignment of level of service and/or facility, and potential fraud and abuse based on available billing and trip data.

Order Selector

HEB - Distribution Center in Temple

September 2012 to December 2012

Pick up orders and deliver them to the delivery platform. Assemble various types of merchandise for shipment purposes and transport orders. Maintain material handling equipment by noting and reporting any damage or malfunction.

Shipping and Receiving Clerk

Applied Materials - Austin, TX

September 2010 to August 2012

Auditing kits. Ensure posting of outbound deliveries using pre-designated software. Skidding million dollars semiconductors. Organize packaging procedures to ensure safety of shipment. Ensure that serial and batch numbers match the product. Process customers' orders by ensuring that the right shipment is on its way.

Supply Technician

Marine Corp/WestPac - Okinawa, JP

January 2009 to June 2010

Ordering furniture and appliances. Driving shuttle bus for guest. Budgeting monthly expenses. Inventory material received. Low grade maintenance fixing small appliances.

Health Administrative

US Air Force

January 2006 to December 2009

Clerical work including answering up to 100 inbound triage calls a day, assigning appointments, filing records. Worked in the OB/Gyn and Labor and Delivery.

Education

Diploma

Ellison High School

2005

Austin Community College

Skills

- ICD (1 year)
- ORGANIZATIONAL SKILLS
- ICD 9 (1 year)
- AUDIT
- KITTING
- Inspection
- Logistics
- Medical Billing
- Medical Records
- Warehouse experience
- CPT coding
- ICD-10
- Analysis skills
- Customer support

Assessments

Attention to Detail Skills — Expert

August 2018

Measures a candidate's ability to use diligence when drafting and editing documents.

Full results: [Expert](#)

Customer Service — Familiar

March 2020

Identifying and resolving common customer issues

Full results: [Familiar](#)

Basic Computer Skills: PC — Familiar

March 2020

Performing basic computer operations, navigating a Windows OS, and troubleshooting common computer problems.

Full results: [Familiar](#)

Logic & Critical Thinking — Highly Proficient

March 2020

Using logic to solve problems.

Full results: [Highly Proficient](#)

Project Management Skills: Time Management — Proficient

March 2020

Prioritizing and allocating time to effectively achieve project deliverables

Full results: [Proficient](#)

Customer service — Familiar

March 2020

Identifying and resolving common customer issues

Full results: [Familiar](#)

Basic attention to detail — Proficient

October 2021

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

Full results: [Proficient](#)

Work style: Reliability — Familiar

September 2021

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

Full results: [Familiar](#)

Sales skills — Proficient

May 2020

Persuading reluctant customers to buy products or services, and influencing and negotiating with customers to meet sales goals.

Full results: [Proficient](#)

Scheduling — Familiar

August 2021

Cross-referencing agendas and itineraries to avoid scheduling conflicts

Full results: [Familiar](#)

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

Additional Information

- Work well independently and as a team player, Ability to prioritize and meet operational deadlines.
- Microsoft Office/ Word Perfect/PowerPoint/Excel
- Oracle/Kit Audit/Material Coordinator Database/Props/LIT Database/CSR Database/BPA/Stores/Kitting & Receiving/Non-Conformances / PIV certified/ Forklift experience

Languages

English