

Duke Harper

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Objective

I am a driven individual with over 5 years experience in purchasing. I am ready and willing to do what it takes to get the job done in a timely manner. I also have over 10 years experience in dealing with customers on a daily basis. I have experience in cleaning commercial buildings. Looking for driving position.

📁 Experience

Materials Technician

UC Health

October, 2020 — November, 2021 (1 year 1 month)

Environmental Services Technician

UC Health

April, 2017 — October, 2020 (3 years 6 months)

Building Custodian

Varsity Facility Services

August, 2016 — April, 2017 (8 months)

Ensure floors, and machines on production floor are cleaned daily and excess oil and other fluids are removed from walking paths. Also clean offices in building daily along with other weekly duties. The building is an aluminum can factory.

Customer Care Representative

AFNI

October, 2012 — August, 2016 (3 years 10 months)

We are customer service for a large wireless service provider, I provide excellent customer service on a daily basis working now from home. I worked in a call center for 2 years and have been a work at home agent for the last 2 years.

Inventory Specialist

Solutions - Fort

June, 2011 — October, 2012 (1 year 4 months)

Various temporary assignments as test evaluator, and as a warehouse associate. Test evaluator position ended early, I graded state issued tests from grade school students. Warehouse position I pull orders and package parts kits and bag for assembly of end product.

Warehouse Associate

Beautyware Plumbing Supply

July, 2004 — August, 2009 (5 years 1 month)

Interact with customers on a daily basis, fill orders in a timely manner. Stage orders for delivery as needed. Load and unload freight as needed. Enter invoices into computer on a daily basis. Prepare orders for shipment via UPS, FedEx, and LTL motor freight.

Over the Road Truck Driver

Swift Transportation

January, 2004 — June, 2004 (5 months)

Interact with customers on a daily basis. Deliver merchandise in a timely manner to customers across the United States. Maintain detailed records of daily activities in accordance with DOT regulations.

Purchasing Manager

Monarch Plumbing Supply

August, 1992 — November, 2003 (11 years 3 months)

Interact with customers on a daily basis. Fill orders accurately and in a timely manner. Load and unload trucks as necessary. Research and purchase supplies for resale as well as special orders for customers as needed.

Education

College America

Associate Degree, Accounting, January, 2011