

Ebony Motley

Package Handler - United Parcel Service

Sharon Hill, PA 19079

ebonymotley3_hbk@indeedemail.com

+1 267 210 5929

#readytowork

Work Experience

Serving as an Automated Logistics Manager for the Pennsylvania National Guard

Automated Logistics, Pennsylvania National Guard - Annville, PA

March 2015 to Present

Annville, Pennsylvania.

Serving as an Automated Logistics Manager for the Pennsylvania National Guard. Moves freight, stock, or other materials to and from storage or production areas, loading docks, delivery vehicles, ships, or containers, by hand or using trucks, tractors, or other equipment. Sorts cargo before loading and unloading. Attach identifying tags to containers or mark them with identifying information. Reads work orders or receive oral instructions to determine work assignments or material or equipment needs. Stacks cargo in locations such as transit sheds or in holds of ships as directed, using pallets or cargo boards. Records numbers of units handled or moved, using daily production sheets or work tickets. Installs protective devices, such as bracing, padding, or strapping, to prevent shifting or damage to items being transported. Directs spouts and position receptacles, such as bins, carts, or containers so they can be loaded. Maintains equipment storage areas to ensure that inventory is protected.

Packer/Picker

Wolverine brass

April 2017 to October 2017

Package Handler

United Parcel Service - Sharon Hill, PA

August 2016 to September 2017

Serving as a Package Handler for the United Parcel Service. Loads materials and products into package processing equipment. Cleans containers, materials, supplies, or work areas, using cleaning solutions and hand tools. Records product, packaging, and order information on specified forms and records. Examines and inspect containers, materials, and products to ensure that packing specifications are met. Measures, weighs, and counts products and materials. Marks and labels containers, container tags, or products, using marking tools. Places or pours products or materials into containers, using hand tools and equipment, or fill containers from spouts or chutes. Removes completed or defective products or materials, placing them on moving equipment, such as conveyors, or in specified areas, such as loading docks. Transports packages to customers' vehicles. Assembles, line, and pad cartons, crates, and containers, using hand tools. Obtains, moves, and sorts products, materials, containers, and orders, using hand tools. Seals containers or materials, using glues, fasteners, nails, and hand tools.

Team Member

Burger King INC - Sharon Hill, PA
January 2016 to September 2017

Serving as a Team Member for Burger King INC. Maintains sanitation, health, and safety standards in work areas. Cleans food preparation areas, cooking surfaces, and utensils. Verify that prepared food meets requirements for quality and quantity. Cook and package batches of food, such as hamburgers or fried chicken, which are prepared to order or kept warm until sold. Prepares specialty foods, such as fish and sandwiches, following specific methods that usually require short preparation time. Operates large-volume cooking equipment, such as grills, deep-fat fryers, or griddles. Reads food order slips or receive verbal instructions as to food required by patron, and prepare and cook food according to instructions. Measures ingredients required for specific food items being prepared. Takes food and drink orders and receive payment from customers. Schedules activities and equipment use with managers, using information about daily menus to help coordinate cooking times.

Inventory Specialist

RGIS Inventory Specialists - Glenolden, PA
November 2016 to April 2017

Associate

Amazon Fulfillment Center TEB3 - Township of Logan, NJ
September 2017

Education

High school diploma

Academy Park High School

Army AIT Training

School of Automated Logistics

Skills

- COACHING (Less than 1 year)
- MENTORING (Less than 1 year)
- NETWORKING (Less than 1 year)
- Supply Chain
- Food Production
- Logistics
- Freight Experience
- Military Experience
- Basic Math
- Serving Experience
- Warehouse experience
- English
- Materials Handling

- Delivery Driver Experience
- Load & Unload

Military Service

Branch: Army National Guard

Service Country: United States

Rank: PFC

March 2015 to Present

Certifications and Licenses

Driver's License

Assessments

Data Entry — Proficient

May 2020

Entering data quickly and accurately

Full results: [Proficient](#)

Numerical Reasoning Skills — Highly Proficient

June 2020

Quickly and accurately performing basic mathematical operations, recognizing numerical sequences, and interpreting graphs.

Full results: [Highly Proficient](#)

Customer Focus & Orientation — Proficient

May 2020

Responding to customer situations with sensitivity

Full results: [Proficient](#)

Scheduling — Familiar

May 2020

Cross-referencing agendas and itineraries to avoid scheduling conflicts.

Full results: [Familiar](#)

Work Style: Reliability — Familiar

May 2020

Tendency to be dependable and come to work

Full results: [Familiar](#)

Work Motivation — Highly Proficient

June 2020

Level of motivation and discipline applied toward work

Full results: [Highly Proficient](#)

Delivery Driver — Familiar

July 2020

Interpreting instructions, reading maps, and solving problems.

Full results: [Familiar](#)

Forklift Safety — Proficient

July 2020

Best practices and safety hazards in forklift operation

Full results: [Proficient](#)

Mechanical Skills: Monitoring — Proficient

May 2020

Monitoring machine indicators to determine appropriate functioning.

Full results: [Proficient](#)

Warehouse Associate — Highly Proficient

May 2020

Assesses the tendencies that are important for success in warehouse roles

Full results: [Highly Proficient](#)

Call Center Customer Service — Proficient

October 2020

Applying customer service skills in a call center setting

Full results: [Proficient](#)

Forklift Safety — Proficient

July 2020

Best practices and safety hazards in forklift operation

Full results: [Proficient](#)

Attention to Detail — Proficient

May 2020

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

Full results: [Proficient](#)

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

Additional Information

SKILLS:

Judgment and Decision Making, Coordination, Reading Comprehension, Critical Thinking, Active Listening, Speaking, Growth Mindset, Self-awareness, Emotion Regulation, Stress management, Mentoring / Coaching, Leadership, Savvy in Handling Office Politics, Negotiation, Networking