

Fordham Burleson

Arden, NC 28704

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Dependable professional, eager to learn new and improved techniques and applications, seeking a position where I can continue to grow personally & professionally while contributing towards organizational success.

Authorized to work in the US for any employer

Work Experience

PM Operations Leader

FED EX EXPRESS - Asheville, NC

November 2016 to Present

Directly supervise all phases of shipping operations including schedules, loading operations and material handling activities

- Ensure proper procedures are in place and being followed for efficient shipping activities and employee safety
- Maintain shipping records as required

Courier

FedEx Express - Asheville, NC

May 2016 to November 2016

- Provided courteous and efficient delivery, sorting, and pick-up of packages
- Ensured shipment of packages by completing all necessary paperwork

Customer Service Representative

FRED ANDERSON NISSAN - Asheville, NC

August 2014 to November 2014

- Kept records of customer interactions or transactions, recorded details of inquiries, complaints, or comments, as well as actions taken
- Completed contract forms, prepared change of address records, or issued service discontinuance orders, using computers

Security Guard

BILTMORE ESTATE - Asheville, NC

September 2012 to January 2014

Monitored and authorized entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises

- Patrolled premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates

Infantryman

United States Armed Services - Fort Bliss, TX

January 2009 to August 2012

- Gained experience collaborating as a team and working within a set leadership structure through the completion of Basic Combat Training and Advanced Individual Training
- Trained on the usage, maintenance, and storage of combat weapons systems
- Gained practical experience problem solving and overcoming obstacles in stressful situations

Education

High school or equivalent

WESTERN NORTH CAROLINA HOME SCHOOL ASSOCIATION - Asheville, NC

August 2006 to May 2009

Associate's Degree in Business Administration in Business Administration

CARSON NEWMAN COLLEGE - Jefferson City, TN

2009

Skills

- Committed to a high level of personal accountability and a solid work ethic
- Experience working as a team leader
- Proven willingness to overcome obstacles and to interact positively with all levels of management
- Excellent interpersonal communication skills, both verbal and written
- Customer Service
- Data Entry
- Logistics
- Operation
- Team Management
- Leadership Experience
- Shift Management
- Shipping & Receiving
- Shipping
- Logistics Management
- Delivery Driver Experience
- Courier
- Security
- Materials Handling
- Load & Unload
- Administrative Experience
- Management
- Order Picking
- Packaging
- Freight Experience

- Supply Chain
- Driving
- Pallet Jack
- Military Experience
- Manufacturing
- DoD Experience
- Forklift
- Quality Assurance
- Computer Networking
- Quality Control
- Warehouse Experience
- Merchandising
- Communication skills
- Time management

Military Service

Branch: Army

Rank: E-4

November 2010 to November 2012

Honorable Discharge

Certifications and Licenses

Secret Clearance

Top Secret Clearance

TS/SCI

Driver's License