

GLEN J. GARNER
8269 So. Steele Ct.
Centennial, co. 80122

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PROFESSIONAL SUMMARY

Inventory control, shipping and receiving person with over 20 years experience
Team member with excellent skills in communicating to co-workers and customers.

PROFESSIONAL EXPERIENCE

Escience Labs

May 2018 to Present

Receiving Clerk/Sheridan,CO

- Receive all incoming shipments VIA Fed-x, UPS and by Trucks
- Put all materials in the proper locations
- Help with materials for the production people
- Keep bins and racks up to current inventory

Trust Company of America

June 2007 to May 2018

Imaging/Mail Technician, Englewood, CO

- Picks up and logs daily USPS and overnight mail
- Opens, preps and scans the incoming mail to proper queues
- Delivers overnight packages to other departments
- Locates and pulls original documents upon request

Mail Operations Clerk II, Englewood CO

February 2005 to June 2007

- Operates various mailing machines to send outgoing mail
- Tracks and locates items received at the loading dock
- Picks up mail at the USPS and overnight carries
- Pulls, maintains and delivers inventory upon request

Centric Elevator, Denver, CO

March 2003 to Nov 2004

Staged Parts
Delivered parts to various sites
Validated orders
Contact vendors for material

Reference's

Roderick Turner

Professional

Cell: 720-926-6518

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Molly Alyga

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