

Jerald Harrington
3434 ferris
lincoln park, MI 48146
(313)614-2319
harringtonj1@yahoo.com

OBJECTIVE

Obtain a full time position where I can utilize my skill sets. I have numerous years of experience in different fields and would prove to be a good asset to your company.

EXPERIENCE

Operations Manager

Prestige Delivery Systems, Taylor, MI
08/2010 to Present

As a Operations Manager at Prestige Delivery I was tasked with overseeing our dispatchers and employees in relation with 60 to 80 independent contractors to make sure or freight (pharmaceutical supplies,ADP- Payroll and Amazon.com) is dispatched according to our vendors standards to insure their customers satisfaction. Daily duties included driver audits, monitoring and making reports, reporting OSD,payroll and handling customer issues.

Groundskeeper

Cranbrook, Bloomfield Hills, MI
08/2008 to 12/2009

Maintained grounds of a National Historic land mark (cranbrook) by performing tasks such as: Mowing lawns, using hand mower or power mower. Trimmed and edged around walks, flower beds, and walls, using clippers, weed cutters, and edging tools. Pruned shrubs and trees to shape and improve growth and remove damaged leaves, branches, or twigs, using shears, pruners, or chain saw. Sprayed lawn, shrubs, and trees with fertilizer, herbicides, and insecticides, using hand or automatic sprayer. Rakes and bagged leaves, using rake and leaf vac. Cleaned grounds and removed litter, using back blower and vac truck. Shoveled and plowed snow from walks and driveways. Spread salt on public passage ways to prevent ice buildup. Planted grass, flowers, trees, and shrubs, using gardening tools. Watered lawn and shrubs, using hoses or by activating sprinkler systems.

Yard Supervisor

John Deere Landscapes, Taylor, MI
03/2004 to 08/2008

Supervised and coordinated activities of workers engaged in receiving,shipping unloading and storing,Trees,shrubs,flowers and landscape supplies. Inspected operations of yard to ensure that orders for customers,contractors are filled and company standards adhered to. Inspected material received against industry standard and rejected any damaged goods, and wrote invoices to indicate number and sizes of trees accepted.Other duties included pulling customer orders loading deliveries on truck and delivering to job sites.

Shipping & Receiving clerk

Universal, Taylor, MI

06/2001 to 07/2003

Verified and kept records on incoming and outgoing shipments and prepared items for shipment: Compared identifying information and counts, of incoming and outgoing shipments to verify information against bills of lading, or invoices. Determine method of shipment, utilizing knowledge of shipping procedures, routes, and rates. Affixes shipping labels on cartons or cardboard containers. Inserted items into containers using, fillers, and protective padding. Unpacked and examined incoming, shipments, rejected damaged items and recorded shortages, and corresponded with shipper to rectify damages and shortages. Examined outgoing shipments to ensure shipments met specifications. Maintained inventory of shipping materials and supplies. I operated tier-lift truck and stand up Hi-Lo to move, shipments from shipping-and-receiving platform to storage and work areas.

EDUCATION & TRAINING

High School Diploma, General, Hamilton J Robichaud Sr/Jr High, MI

CERTIFICATES & LICENSES

CDL A , State of Michigan, MI

Commercial Pesticide Applicator, Department of Agriculture, MI