LaDell Murray

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Authorized to work in the US for any employer

Work Experience

Receiving Technician
Canon Business Process Services, Inc. - Philadelphia, PA
2020 to Present

Receive and unpack materials and supplies against purchase orders (POS) for delivery.
Prepare orders for return-to-vendor shipment. * Record shipment data, including weight, charges, and space availability.
Report damages and discrepancies to request reimbursement or re-shipment.
Maintain logs of all shipments outgoing and incoming.
Prepare daily production and volume reports in order to measure productivity and prepare billing charges.

Outbound Supervisor
UPS - Philadelphia, PA
August 2019 to November 2020

As a outbound supervisor it is my responsibility to set up all equipment for use during the shift. This includes setting up trailers so they can be loaded with customer packages. I must also direct my employees to their respective work areas as they change throughout the shift. Part of my duties also includes stepping in to fill the role of one of my workers in the case of having to temporarily leave the areas. These tasks can range from sorting packages as they come from our conveyor belts to physically loading packages into our trailers. I also handle other managerial duties such as performing performance evaluations on my workers and keeping them updated with changing conditions.

Stock Associate
CB2 - Philadelphia, PA
November 2017 to July 2019

• Load and Unload both store merchandise and merchandise purchased by customers into and out of the store
• Process, gather, and bag all items placed through our online platform
• Replenish showroom floor with appropriate merchandise
• Clean Store before and during hours of operation

Sales Associate
Famous Footwear - Philadelphia, PA
September 2015 to January 2017

• Operated the cash register
• Recorded Inventory within store and promptly reported any discrepancy
• Anticipated customers' needs and recommended appropriate products

Education

University in Computer Science
Temple University
January 2019 to January 2020

College in Computer Science
The Community College of Philadelphia - Philadelphia, PA
September 2015 to January 2019

High school diploma or GED

Skills

- Stockroom (2 years)
- Inventory Control (3 years)
- Shipping Receiving (2 years)
- Pallet jack (2 years)
- Warehouse experience (4 years)
- Materials management
- Computer Science
- Java
- Picking and Packing
- Shipping & Receiving
- Order Picking
- Load & Unload