

## **RANDAL E. BRYANT**

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### **EXPERIENCE**

- **PSE Clerk**  
United States Postal Service – Charleston, WV  
*November 2015 – December 2015*
  - Process incoming and outgoing mail.
  - Run automated mail processing equipment.
  - Use manual methods of sortation and distribution.
  - Read and sort mail quickly and accurately.
  - Collate, bundle, and transfer processed mail from one area to another area.
- **Warehouse Technician**  
Patriot Coal Company – Tad, WV  
*February 2010 - November 2015*
  - Receive, inspect, and store all warehouse stock.
  - Load and unload all deliveries and shipments with a Caterpillar NR4500 forklift.
  - Fill orders for supplies and equipment as needed and approved.
  - Issue supplies and equipment.
  - Performs sorting, packaging, and labeling of materials and supplies to be shipped.
  - Operates various small equipment and machinery to store and retrieve large pallets of materials and merchandise to and from storage areas. (i.e.: Forklift, hand truck, pallet jack, and electric cart.)
  - Take periodic inventory of all merchandise and maintain inventory levels.
  - Maintain the warehouse in a neat and orderly fashion.
  - Ensure all paperwork is properly executed.
  - Conform to all safety procedures.
  - Perform related duties as assigned.

### **EDUCATION**

- High School Diploma  
Scott High School – Madison, WV  
May 1998

### **REFERENCES**

- Available upon request.