

Carl Webster

Currently posses a public trust clearance.

Washington, DC 20024

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Eager hardworking individual looking for entry-level trade position that utilizes communication skills, problem solving, and logical reasoning skills to better serve the community.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Delivery Driver

FedEx Ground

September 2019 to Present

- Arranging regular cleaning and inspection services for the vehicle before and after shift.
- Safely load packages in chronological order on shelves.
- Maintain delivery log for pickup and delivery of merchant to specific locations.
- Provide considerate and efficient pickup and delivery of customer packages.
- Taking phone calls or calling customers to provide timely service of appointment deliveries and pickups.
- Collecting required signature of customer from residential or business places.

Lead Asset Inventory Specialist

Chief Administrative Officer(CAO) - Washington, DC

October 2022 to April 2023

Deliver excellent customer service to the U.S. House of Representatives Members, their staff and the Chief Administrative office (CAO), in performing on-site physical inventory of assets, equipment and supplies.

- Assist the project manager and senior asset inventory counselor with the daily activities related to physical inventory and contract personnel.
- Perform research of actual or potential physical inventory and make the adjustments in accordance with reports and discrepancy research requirements by using people-soft and remedy applications.
- Received and verified equipment (full/partial), assigned unique inventory codes, deployed equipment to appropriate location and/ or staff, reported any discrepancies to management.
- Contributing team member on the CAO's annual physical inventory to include transition of assets, relocations, transfers and disposals.
- Strong ability to manage highly confidential and sensitive information appropriately.
- Provides professional administrative support and supervision in acquiring, tracking, controlling and disposing of the CAO's fixed assets in a manner that safeguards and allows for sound management of the house asset investment.

Mail Courier

Department of Justice(BrightKey) - Washington, DC

July 2021 to July 2022

- Maintain a daily automobile log that includes the mileage and condition of the vehicle.
- Receive, track, sort and deliver incoming accountable mail to and from assigned buildings.
- Process outgoing mail and packages as per customer direction.
- Transport mail clerks to multiple government buildings for coverage when needed.
- Meet the required run times of specific locations while delivering mail and classified documents.

IT Technician/Logistics

DCA Management Services, INC - Washington, DC

March 2016 to June 2019

- Provided IT support to Department of Veteran Affairs, including shipping, receiving, inventory management, and customer service.
- Maintained solid inventory of computers, keyboards, printers, etc.
- Properly exceeded and sanitized all outdated VACO IT equipment to specified Vocations.
- Responsible for products being shipped and received equipment via through VA PORTAL tracking system and to deliver equipment through various campuses.
- Responsible for setting up workstations such as laptops/PC's, monitors, printers, etc.

Personal Property Specialist

Department of Agriculture - Washington, DC

July 2013 to September 2013

- Managed inventory, including but not limited to, government vehicles, office supplies and office furniture, for numerous divisions.
- Provide general administrative and clerical support including mailing, scanning, faxing and copying to management.
- Maintain electronic and hard copy filing system.
- Open, sort and distribute incoming correspondence.
- Perform data entry and scan documents.
- Manage calendar for Managing Director.
- Run company's errands to post office and office supply store.
- Answer calls from customers regarding their inquiries.
- Prepare and modify documents including correspondence, reports, drafts, memos and emails.
- Maintain office supplies for department.

Education

Some college.

University of the District of Columbia - Washington, DC

July 2014 to April 2015

Gwynn Park High School - Brandywine, MD

May 2013

Skills

- Carpentry Skills

- Excellent numerical skills
- Results oriented problem solving
- Teamwork
- Strong written and oral communicator
- Time management
- Self-starter
- Proficient in Microsoft Office
- Delivery Driver Experience
- Materials Handling
- Microsoft Outlook
- Microsoft Access
- Windows
- Courier
- SharePoint
- Supply chain
- Adobe Dreamweaver
- XML
- Adobe Creative Suite
- Adobe Acrobat
- Adobe Photoshop
- Adobe Illustrator
- Asset management
- ServiceNow

Assessments

Work Style: Reliability — Proficient

March 2020

Measures a candidate's tendency to be dependable and come to work.

Full results: [Proficient](#)

Personality: Hard-Working — Expert

March 2020

Measures a candidate's tendency to be rule-abiding, well-organized, hard-working, confident, and think before acting.

Full results: [Expert](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.