

# Richard Leverette

## **Operations Lead Clerk**

Albrightsville, PA 18210

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## SKILLS AND TRAINING

- Computer-savvy- Repair(software and hardware)
- LTL knowledge
- CDL Class A (obtain 03/25/2021 automatic)
- Proficient in MS office
- Familiar with RF systems
- Office setting
- Inventory control and quality
- Trained First Responder.

Authorized to work in the US for any employer

## Work Experience

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### **High Reach Operator**

Lowe's - Pittston, PA

May 2020 to January 2021

Pick palletized units out of four or five high rack locations and stage for outbound shipment. Determine and record materials, weight, counts, and condition of items via RF system. Load and unload materials on and off pallets, skids, or lifting device.

### **Forklift Operator**

NFI - Mount Pocono, PA

October 2019 to January 2021

Operated sit down forklift for unloading product.

Pulled and prepared product for shipment for loading. (forklift picking)

Pulled products from the warehouse to various locations. (Forklift Put aways)

Using RF scan gun to accurately scan product for every function.

### **Operations Lead Workflow Clerk**

FedEx Supply Chain - Tobyhanna, PA

June 2015 to May 2019

Hired By Genco(now re-branded to FedEx supply chain) as an entry level case-picker then promoted twice. switch to unloader then to workflow dedicated receiver.

Administrator:

- Coordinate work with team members to enforce deadlines.
- Meet quality standards
- Maximize efficiency of all those working under me.

- System coordinator of order processing, tracking, and monitoring inventory movements in the system to completion and communication of this to Leads, Supervisors and Managers.
- Administrator work includes handle shipping documents, signing off on completed load, Creating schedule for all order for the next 3 weeks and filing approve documents.

### **Utility Lead**

HMSHost Corporation - Jim Thorpe, PA  
March 2014 to June 2015

Supervised daily operations, including employee performance, preventive maintenance and safety.

- Delegated tasks to carefully selected employees in alignment with resource management goals.
- Instructed staff on proper techniques for washing, waxing, cleaning, vacuuming and other tasks.
- foresaw inventory, equipment maintenance and bay cleaning.
- Managed resource allocation and scheduling of all employees in my department.

### **Lead**

OneSource Employer Services - Tannersville, PA  
August 2012 to February 2013

Tannersville, PA Lead 08/2012 - 02/2013

Was employed by a temp agency and was assigned to work at Quidsi where I was a worker then promoted to a Lead.

- Picker and Packer
- Maintained payroll information by collecting and entering data.
- Check in employee for the day.
- Monitored employee performance and offered mentoring and leadership to improve any deficiencies.
- Worked with employee to resolve any issues they may have.

## Education

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### **High School Diploma**

Pocono Mountain West High School - Pocono Summit, PA  
June 2012

## Skills

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- Operation
- Clerical Experience (4 years)
- Shipping
- Forklift
- Inventory Control
- RF scanner
- Warehouse

- CDL
- Tractor-Trailer
- Microsoft Word
- Load & Unload
- Forklift Operator
- Order Picker
- Pallet Jack
- Commercial Driving

## Certifications and Licenses

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### **Certified Forklift Operator**

#### Assessments

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#### **Data Entry Clerk — Highly Proficient**

February 2020

Maintaining data integrity by detecting errors

Full results: [Highly Proficient](#)

#### **Attention to detail — Proficient**

April 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

#### **Data entry: Accuracy — Proficient**

April 2021

Entering data quickly and accurately

Full results: [Proficient](#)

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