

# RICHARD C GRADY II

---

9311 Lilian Lane • Thornton, CO, 80228 • United States  
(720)492-3071 • Richardgrady68@yahoo.com

## Additional Information

**Skills:** Strong computer skills, Efficient with Oracle, Strong Leader, International shipping of dangerous goods, Freight shipping, Inventory management, Order management, strong with Excel & Microsoft word. Team oriented with the ability to work independently.

## Summary of Qualifications

- Detail oriented
- 5+ years of management experience
- Proficient with Oracle and Syspro work systems
- Dedicated to improving a company
- Enjoy challenges
- Certificate in Project Management

## Professional Experience

**SPG LLC**, Aurora, CO, United States  
Shipping Clerk, March 2016 – Present

Ensure orders scheduled to ship for the particular day are shipped. Get rate quotes, provide A/R with proper billing information, help load trucks, and work with customer service to make sure ship dates are reached upon customer's request.

**Cochlear Americas**, Centennial, CO, United States  
Order management Coordinator, October 2012 – February 2016

Shipping correct products to customers \*Handle any specialized needs or shipments for that day  
\*Delegate Work when needed \*Handle any ship method changes or address changes, Go through aged orders utilizing Microsoft Excel report, this has helped lower customer calls about old orders.

**DENVER HARDWOOD CO**, United States  
Asst. Manager, May 2007 – May 2012

Helped out with delivery and order pulling when associates would call in, run day to day business in combination with Manager, check inventory when there was a variance, receive products in when needed. Managed the time off request.

**ASARCO**, United States  
Assembly Technician, February 2004 – January 2007

Produced high purity metal such as cadmium, lead and arsenic. Maintained the production in the manufacturing warehouse with the cadmium product. Quality control and meeting the production standards. Running and cleaning equipment. Perform weight and count checks. Extensive troubleshooting

## Education

**Manual High School**, Denver, CO, United States

September 1997 – May 2001

**Phoenix**, CO, United States

Bachelor of Business in Business management, November 2014 – Present

I am currently working towards my Bachelors in Business management; I have recently completed my certificate in Project Management. So far I have strengthened my communication skills & problem solving skills, as well as improving analysis of trends.