

# Ricky Vang

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- Introduce my strong work ethic and leadership to the company. I am looking for a position I can grow in and help the company improve.

## Work Experience

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### **Shipping and Receiving Lead**

PC's for People

February 2018 to August 2021

- PC's for People recycles business electronics and provides refurbished tech to low-income households.
- Shipping and receiving lead
- Fulfill orders and ship them out in a timely manner.
- Process returns for refunds, repairs, and replacements.
- Order shipping materials and keep track of inventory.
- Train new employees and volunteers.
- Answer daily emails from customer service, computer techs, and operations manager.
- Processing, monitor and computer testing, computer tear down and building.

Zip Scanners

January 2016 to December 2017

- Online shop for police scanners, scanner accessories, software upgrades, and programming.
- Programmed counties into police scanners.
- Drop shipping
- Packed scanners and printed shipping labels for shipment.
- Inventory

Division V Sheet Metal

May 2005 to May 2008

- A company that specializes in furnishing and installing metal for roofing contractors throughout the state of Minnesota.
- Track inventory and make sure shop is clean for a safe working environment.
- Load materials with forklift onto trucks and secured them for transportation.
- Prepared and transported materials to various worksites on a daily basis.
- Placed and received orders.

## Education

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### **Associate's Degree in Computer Science**

Century College

2009 to 2010

## Skills

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- Leadership
- Microsoft Office
- Load & unload
- Sheet metal
- Packaging
- Roofing
- Customer service
- Software troubleshooting
- Forklift
- Flatbed
- Shipping & receiving
- Computer operation