

# William Byers

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## **SUMMARY:**

An organized, detailed-oriented, dependable friendly professional and service – focused individual able to strategize and prioritize effectively to accomplish multiple tasks and stay calm under pressure. Learns quickly and works well with others and independently. Excellent sense of direction and understanding for local and distance routes.

## **WORK EXPERIENCE:**

### **Amazon**

**11/21 - 8/22**

#### ***Warehouse Associate (Full Time)***

- Customer Returns/ Packages.
- Processed returned packages and scanned packages into Return System.
- Evaluated Packages to insure quality of goods was suitable for inventory.
- Sorted, scanned hazardous, broken & damaged material, by problem solving items and placed into various bins.
- Problem solved packages through various programs that couldn't be processed.
- Used customer program to research customer information to match the returned item(s).
- Processed large & small items for quality control.
- Processed other warehouse functions and duties with Pallet Jack.

### **SDDS Holdings (Delivery Service)**

**2012 - 2020**

#### ***Independent Delivery Driver (Worked Part-Time)***

**2011 – 2012**

- Completed on-time deliveries to customers by choosing the best and most efficient routes.
- Complete and submitted all necessary logs and paperwork on a daily basis.
- Used GPS device to confirm deliveries.
- Unloaded product from trailer, by hand or using hand truck, and placed in designated area.
- Picked up, load and unload damaged goods and returns, and completed necessary paperwork.
- Bagged product for delivery to customer's place of business or residence.
- Listened to and resolved customer's complaints regarding product or services.
- Performed superior interdepartmental communication and cooperation.

### **Product Development Corporation (PDC Delivery Service)**

**2018 - 2020**

#### ***Independent Delivery Driver (Worked Part-Time)***

**2011 - 2012**

- Completed on-time deliveries to the doors of residential customers and businesses.
- Collect business cards or signatures from businesses on delivery list.
- Used GPS device to confirm deliveries.
- Complete and submitted all necessary logs and paperwork on a daily basis.
- Unloaded product from trailer, by hand or using hand truck, and placed in designated area.
- Picked up, load and unload damaged goods and returns, and completed necessary paperwork.
- Bagged product for delivery to customer's place of business or residence.

### **W. B Mason**

**2012 – 2013**

#### ***Office Supply Delivery Driver***

- Accomplished on-time deliveries to customers and placing items to customer's specification.
- Developed and maintained outstanding working relationships with customers.
- Ensured all items were correctly off-loaded for each stop.
- Communicated all issues to supervisor.

**Asta Funding (Collection Agency**

**2007 – 2009**

***Data Entry Clerk***

- Inputted a large volume of data into company database.
- Compiled, sorted and verified the accuracy of data before it was entered.
- Stored completed documents in appropriate locations.
- Communicated all issues to supervisor.

**COMPUTER SKILLS: Microsoft Office**