

Destiny Howard

Parts Clerk

Parts Clerk with 2 years in a truck fleet parts room supporting 25 mechanics and 300 trucks. Issues and receives parts with careful attention to detail, keeps counts accurate in Excel and Word using solid computer skills, and operates a forklift for freight and tire handling.

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EXPERIENCE

Parts Clerk

07/2024 - Present

Mid-South Freight Lines

Memphis, TN

Parts room clerk for a fleet maintenance shop running 2 shifts.

- Supply 25 mechanics with parts against work orders, logging 120 transactions a day in the fleet system.
- Receive 30 vendor shipments a week and match each to purchase orders and invoices.
- Run cycle counting on 150 bins a week in Excel, holding inventory accuracy at 98%.
- Operate a forklift to unload tires, batteries and oil drums with no safety incidents in 2 years.

Warehouse Associate

05/2022 - 06/2024

Delta Distribution Center

Memphis, TN

Full-time warehouse role at a regional distribution center.

- Picked 140 order lines a shift at 99.6% accuracy.
- Loaded 10 outbound trailers a day with a forklift and pallet jack.
- Labeled and put away 60 pallets a shift by location code.
- Trained 4 new hires on safe forklift operation after earning certification.

Cashier

09/2020 - 04/2022

Poplar Avenue Pharmacy

Memphis, TN

Part-time job during high school.

- Checked out 70 customers a shift with accurate cash handling.
- Answered phone questions about prescription pickup times for 2 pharmacists.
- Counted front-store stock monthly across 12 aisles.



SKILLS

Forklift
Excel
Word
Computer Skills
Inventory Accuracy
Purchase Orders
Cycle Counting
Work Orders
Attention to Detail
Organizational Skills



EDUCATION

High School Diploma

05/2022
Central High School
Memphis, TN



CERTIFICATES

Forklift Operator Certification

2022
Delta Distribution Center