

# Brian Keith Garland, Jr.

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**OBJECTIVE:** *To obtain a position in an ardent environment with an established company for the opportunity of growth and advancement.*

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## EXPERIENCE:

- Northwestern University, Storekeeper, Evanston, IL** Jan 2019 – present
- Checks delivery against PO, enters receipt in financial system, enters packages in receiving system
  - Electronically files receiving records with delivery documents and delivery records
- Saint Francis Hospital, Distribution Technician, Evanston, IL** June 2018 – Nov 2018
- Perform related inventory transactions to department's expense budgets for supplies issued or returned
- Technoguard, Data Center Maintenance, Sterling, VA** Feb 2018 - April 2018
- Mechanical & electrical room decontamination.
  - External and internal equipment cleaning.
- UPS, Package Handler, Chantilly, VA** Aug 2017 - Jan 2018
- Examined and inspected containers before being transported to the customer.
  - Handled fragile items and hazardous materials in a safe manner according to company and government rules and regulations.
- Lidl RDC, Machine Operator/Receiver, Fredericksburg, VA** Feb 2017 - Aug 2017
- Operated sit down/stand up forklifts, reach trucks, and pallet jacks to load/unload trucks and stock various racks throughout the warehouse.
  - Verified inventory computations by comparing them to physical counts of stock and identified discrepancies between invoice and quantity delivered.
  - Input required data into warehouse management system (e.g. Best before date, lot-number, quantities)
- Spotsylvania Parks and Recreation, Facility Attendant, Fredericksburg, VA** Dec 2016 - March 2017
- Prepared, opened and closed facilities across the county of Spotsylvania.
  - Applied emergency first aid to injured players.
  - Patrolled facilities and reported any damage to the appropriate authority.
- Legit Sport Stats, Statistician/Social Media Coordinator, Leesburg, VA** Feb 2016 – July 2016
- Mastered the StatCREW software to record stats for the following sports: lacrosse, basketball, and football. Input data into spreadsheets and applied formulas to calculate players' efficiencies and overall performances.
  - Trained prospective statisticians on how to use the StatCREW software.
  - Managed and coordinated the following social media outlets: Twitter, Facebook, and Instagram.
  - Provided information to inquiring parents/athletes/potential clients via email and phone.
  - Implemented graphic design to add variety and content to social media outlets.
- Synergy Law Group, Customer Service Rep/Mortgage Analysis, Manassas, VA** Dec 2015 - Dec 2016
- Inbound/outbound calls.
  - Met daily quota of at least 300 calls.
  - Qualified potential clients for mortgage assistance.
  - Performed in high volume call center environment.
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## EDUCATION:

- Potomac Falls High School, Advanced Diploma, 2014
- Northern VA Community College, Undergraduate Studies, 2014-2015

## SKILLS:

- Excellent written and communication skills
- Strong customer service and administrative skills
- Exceptional analytical and research abilities
- Proficient computer skills (Microsoft Suite, Outlook, and Social Networking)