

# APRIL SILER

Los Angeles, CA 90008

[apdelivery247361idma7\\_a8u@indeedemail.com](mailto:apdelivery247361idma7_a8u@indeedemail.com)

+1 323 534 9637

Authorized to work in the US for any employer

## Work Experience

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### **Front End Clerk / Carrier**

USPS-Los Angeles, CA

September 2014 to Present

Operate multi vehicles, hand carts, rf scanner, sort, prioritize, deliveries, customer device, reports, data entry, cashier, label, handle cash.

### **Associate/Coach**

The Home Depot RDC-Redlands, CA

February 2009 to December 2014

Audit, Travel for different job duties, Inbound, outbound, fluid lines, CCA lines, break pack, RF scanners, Train new and existing associates, load, unload, fork lift operator, file alpha and numeric, answer phones, copy and fax, computer literate, Familiar with WH Management Software

## Education

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### **Certified in HMIS**

LA Pierce College-Woodland Hills, CA

January 2023 to March 2023

### **Some College in Business Management**

San Bernardino Valley College-San Bernardino, CA

August 2010 to February 2011

### **Eisenhower High School**

EISENHOWER

## Skills

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- Computer skills
- Cash register
- Delivery Driver Experience
- Time Management
- Typing
- Math
- Writing skills

- Driving
- Driving Experience
- Customer Service
- Mobile applications
- Forklift
- Data collection
- Customer service
- Pallet Jack
- Computer literate, fork lift trained,
- Machining
- Logistics
- Caregiving
- Restaurant experience
- Warehouse management
- POS
- Freight
- Sales
- Phone etiquette
- Retail math
- Supervising experience
- English
- Customer Support
- Mobile devices
- Sanitation
- Shipping & Receiving
- Order Picker
- Van driver
- Load & Unload
- Communication skills
- Microsoft Powerpoint
- Mac OS
- Analysis skills
- Assembly
- Basic math
- Microsoft Word
- Commercial driving
- Freight Experience
- Organizational skills
- Warehouse Experience
- Technical Support

- Materials Handling
- Cooking
- Mechanical knowledge
- Call Center
- Computer literacy
- Merchandising
- Customer Care
- Order Picking
- B2B sales
- Hospitality
- Windows
- Packaging
- Inventory Control
- Procurement
- Leadership
- Negotiation
- RF Scanner
- Cleaning
- Stocking
- Load & unload
- CSR
- EHS
- Cash handling
- Multi-line phone systems
- Retail sales
- Technical support
- Manufacturing
- Microsoft Office
- Cashiering

## Awards

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### **CEO Recognition Award, Homer Awards**

August 2013

Award for developing plan to decrease shrinkage, Recognition for training Associates, Recognition for work efforts

## Certifications and Licenses

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### **Driver's License**

**CDL**

**BLS Certification**

**CPR Certification**

**Non-CDL Class C**

**Food Handler Certification**

**RBS**

**C4C Program**

March 2023

Certificate of work readiness in Social Services

Woodland Hills CA Pierce College

**Child Abuse Mandated Reporter**

March 2023

Certified

**HMIS**

January 2023 to March 2026

Certified to navigate the HMIS system.

**First Aid CPR AED**

March 2023 to March 2025

**Certified Property Manager**

**CHES**

**Certified Apartment Manager**

**CMCA**