

Ronald Clayton



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Summary

Results-driven professional with a background in laboratory technology and shipping logistics, currently transitioning my career towards a new path. Leveraging my diverse skill set, I am seeking opportunities in a new industry where I can contribute my expertise and continue to grow professionally.

As a laboratory technician, I have honed my skills in conducting experiments, maintaining equipment, and analyzing data with meticulous attention to detail. My ability to troubleshoot and resolve issues has been crucial in ensuring accurate results and driving process improvement. Additionally, I possess a strong foundation in adhering to strict protocols and quality control measures, ensuring compliance and reliability in all laboratory operations.

In my role as a shipping clerk, I have demonstrated exceptional organizational skills, managing shipments, inventory, and logistics with efficiency and precision. I am adept at coordinating complex logistics, optimizing supply chain processes, and ensuring timely delivery while maintaining accurate records. My attention to detail and ability to handle multiple tasks simultaneously have been instrumental in meeting strict deadlines and customer satisfaction.

Driven by a desire for professional growth and new challenges, I am actively transitioning my career into a different path. Despite the shift, I bring a student mindset, embracing the opportunity to learn and adapt quickly to new environments. I am dedicated to staying up-to-date with the latest industry trends and technologies through continuous learning and professional development.

As I embark on this career transition, I am eager to apply my transferable skills from laboratory technology and shipping logistics to a new industry. My proficiency in problem-solving, analytical thinking, and meticulous attention to detail will serve as valuable assets in any professional setting. I am confident in my ability to adapt, contribute, and thrive in a new environment while de

Experience



Laboratory Technician

EMSL Analytical, Inc.

Jul 2022 - Jan 2023 (7 months)

Conducted tests on metal canisters, including changing out nitro tanks and gathering cans for clean.

Received and sorted incoming packages.

Provided customer service, including answering phones and responding to emails.

Managed data entry and database uploads.

Organized inventory and packed orders for shipping.



Shipping Clerk

Eurofins Ana Laboratories

Oct 2006 - Mar 2022 (15 years 6 months)

Managed collecting nished samples and disposal, sorting mail, packaging empty sample kits, and updating address.

Conducted basic maintenance tasks, such as cleaning bathrooms and sweeping foors.

Provided customer service, including answering phones and greeting customers.

Performed data entry and spreadsheet management tasks.

Managed shipping and tracking of packages using UPS/Fedex systems

Education



The Art Institutes

Bachelors & Science , Media Arts and Animation

2011 - 2018

Skills

basic • customer service • data entry • database administration • microsoft mail • spreadsheets • telephone skills • Smartsheet • Google Docs • Teamwork

Honors & Awards



Deans List - The Art Institutes

Nov 2011