

# Zachary Fordyce

zfordyce@proton.me ❖ (346) 376-1376 ❖ Conroe, Texas 77301

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## WORK EXPERIENCE

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### Office Depot

June 2025 – March 2026

*Print Manager*

*Spring, TX*

- Oversaw the print department operations. Performed LOD (Leader on Duty) specific required tasks.
- Ensured all print orders were delivered on time. Took special care when inspecting print quality.

### The Home Depot

August 2023 – December 2024

*Freight Team Associate*

*Shenandoah, TX*

- Consistently, packed out more than forty boxes an hour. Became efficient in means of my department.
- Ensured before the end of each shift that department 28 (Garden) was squared away and grand opening ready.

### Texas Sports Radio Network (TSRN) & Maxx Sports TV

August 2018 – July 2023

*Production Manager*

*The Woodlands, TX*

- Heavily monitored and oversaw many aspects of production, in accordance with the time, place, content and structure. Required to successfully deliver digitally televised, live renditions of sporting events.
- Planned and oversaw training of new employees and assisted them in their new roles and adaptation to the systematic nature of digitally televised broadcast productions.

### Walgreens

January 2020 – December 2020

*Pharmacy Technician*

*The Woodlands, TX*

- Assisted pharmacists in the preparation and dispensing of prescription medications, ensuring accuracy and compliance with all regulations and guidelines.
- Verified prescription details, dosage instructions, and patient information to prevent errors and ensure safe medication use.
- Processed prescription orders through the pharmacy management system and handled insurance billing and claims submission.

### Sprout Fine Floral Concepts

March 2018 – July 2018

*Assistant Manager*

*The Woodlands, TX*

- Processed floral arrangements, managerial tasks, errands, procured supplies (flowers, processing materials), customer deliveries, and prepared for large events such as weddings and corporate gatherings.
- Created arrangement cards and delivery tickets via QuickBooks, filed documents and orders, customer follow-ups, collected payments and trained employees.

## EDUCATION

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### Lone Star College System

August 2014 – December 2018

*Working toward a Bachelor of Science degree, Major Computer Science*

*Conroe, TX*

- Since my admittance, I've maintained a GPA of 3.23 achieved through hard work and perseverance.

### The Woodlands High School

August 2010 – June 2014

*Diploma*

*The Woodlands, TX*

- Graduated; class of 2014.
- Out-performed academically and in athletic sports such as football, field and track.

## SKILLS & INTERESTS

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- **Skills:** Multi-task oriented; devout conflict resolver; team leader & player; dependable; organized; sound listener & detail oriented; strategic planner; film, sports production; sales & distribution; account management; Amazon