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## Booking Clerk Resume

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### Job Objective

Seeking a Booking Clerk position that offers an immediate challenge, career opportunity, and advancement.

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### Work Experience:

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Booking Clerk, May 2004 – Present  
SOS Staffing, Edwardsville, IL

- Booked outbound freight shipments and ensured maximum use of available cargo space on company ships.
- Ensured orderly booking sheet and ascertained availability of cargo space.
- Furthered to inform shipper of ship's name on which cargo is booked, sailing date, and cargo delivery date.
- Familiarized with computing and record charges, refunds, cost of lost or damaged goods, and similar items.
- Appraised typing vouchers, invoices, checks, account statements, reports, and other records and reconcile bank statements.
- Managed to resolve and simplify scheduled shift in accordance with company policy.

Booking Clerk, March 2002 – April 2004  
COASTAL SUPPLY, Edwardsville, IL

- Measured cargo data on booking control sheet, listing tonnage and computed type of cargo, shipper's name, and cargo destination.
  - Obtained cargo data from shipper, such as type, tonnage, destination, and shipping date, in order to determine allocation of cargo and fully utilize capacity of each ship.
  - Determined allocation in accordance to type of cargo booked.
  - Coordinated with other workers and check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by them.
  - Analyzed and computed business transactions like funds received/dispensed, totals etc.
  - Audited and classified recorded data to keep financial records complete and updated.
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### Summary of Qualifications:

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- Excellent knowledge of cargo handling and general understanding of basic accounting
  - Ability to perform billing activities accurately
  - Able to follow procedures for keeping records
  - Proficient in Microsoft Word, Microsoft Excel, Power point, Internet and data processing
  - Excellent ability to verify data input and correct errors
  - Ability to work or interpret data independently
  - Able to perform clerical work with speed and accuracy
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### Education:

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Associate Degree in Finance, Pima Community College, Tucson, AZ

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