
Distribution Clerk Resume

Job Objective

To obtain a Distribution Clerk position in a company that provides an open environment with many opportunities for continuous growth.

Work Experience:

Distribution Clerk, May 2004 – Present
Enloe Medical Center, Irving, TX

- Administered storage and control of supplies and utilized company's visual inspection standards to inspect the products.
- Ensured issuing and delivery of supplies, equipment and linen throughout the Medical Center.
- Managed to scan product bar code for computer check on order status package and ship products to customers.
- Utilized computer to locate supplies, determine levels, and print patient charge stickers.
- Ensured item matches return documents and retrieved packages containing returned products.
- Checked for any damage to product and referred to any notes made by the customer.

Distribution Clerk, March 2002 – April 2004
Spherion, Irving, TX

- Administered to set-up and maintain documentation process for daily outbound deliveries and inbound receiving log and verified merchandise with purchase orders.
 - Completed damaged merchandise and discrepancy paperwork and prepared damaged merchandise for transfer.
 - Conducted inventory cycle counts and adjusted stock counts to ensure the accuracy with which supplies are stocked in the warehouse and run daily inventory.
 - Maintained warehouse Librarian computer database to research and identify product number.
 - Obtained SKU number and locate merchandise within the warehouse.
 - Managed to dispatch all outgoing trucks to Distribution Centers and PETCO stores.
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Summary of Qualifications:

- Able to sort, organize and store all merchandise
 - Ability to frequently bend neck to view work positioned on workstation surface
 - Able to work until all work is completed for and day
 - Ability to lift up to 70 lbs
 - Typing speed of 50 W.P.M
 - Excellent ability to perform clerical duties such as filing, typing, faxing, answering phone etc
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Education:

Associate Degree in Public Relations, Salt Lake Community College, Salt Lake City, UT

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