
Expediter Clerk Resume

Job Objective

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

Work Experience:

Expediter Clerk
Flip Corporation, Dalton, GA
May 2004 – Present

- Monitored the flow of materials, components and tools.
- Ensured to confer with supervisors to eliminate difficulties and delays.
- Facilitated rush orders and prepared standard progress reports.
- Ensured to notify a supervisor of major problems and assure speedy solution.
- Managed to take and accept responsibility for meeting customer's expectations.

Expediter Clerk
Turbo Corp, Dalton, GA
March 2002– April 2004

- Ensured availability of stock, and prioritize order.
 - Determined overdue material and parts; and ensured resolution.
 - Managed to take stock of available material and report status to supervisors.
 - Recorded and maintained perpetual inventory of quantity and type of materials.
 - Compiled and maintained material inventory records, production records and timecards.
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Summary of Qualifications:

- Huge experience working with a production house
 - Excellent communication and interpersonal skills
 - Strong teamwork skills
 - Ability to create reports detailing work progress, costs, production issues and inventory levels
 - Ability to review and distribute production, work, and shipment schedules
 - Ability to determine progress of work and completion dates
 - Self motivated, flexible and adaptable
 - Professional with a positive attitude to work
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Education:

High School Diploma
Empire High School, Duncan, OK

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