
Logistics Clerk Resume

Job Objective

To obtain a Logistics Clerk position that will promote growth, stability and opportunity for advancement.

Work Experience:

Logistics Clerk, May 2004 – Present
Barrett Business Services Inc., Allison Park, PA

- Administered to input accident reports received via telephone, e-mail, fax and mail into the computer system.
- Processed letters to claimants and adverse carriers in cases where the customer provides liability insurance through their own carrier.
- Verified coverage, contacted field locations and Lotus Notes e-mail application.
- Managed to copy, scan, fax, e-mail and maintained files by updating and deleting.
- Ascertained the correctness and completeness of data.
- Ensured accurate distribution of mail.

Logistics Clerk, March 2002– April 2004
Career Smart Executive Recruiters, Allison Park, PA

- Loaded trucks and picked partial pallets for customer orders with utmost accuracy.
 - Managed to unload and transfer product and put away in racked or floor storage.
 - Consolidated racks and floor storage to manage space in the warehouse.
 - Demonstrated to take care of damaged product, rebuilding pallets and dumping product.
 - Completed all paperwork on a daily basis.
 - Ensured to elevate and support the company's safety progress.
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Summary of Qualifications:

- Able to do research, analyze complex information and think logically
 - Ability to maintain and establish good working relationships
 - Great Ability to make sound judgments and have critical thinking
 - Ability to understand oral and written instructions
 - Able to work under extreme stress and pressure
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Education:

Associate Degree in Business Administration, Wayne County Community College, Detroit, MI

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