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## Manifest Clerk Resume

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### Job Objective

To obtain a Manifest Clerk position that will allow me to utilize my skills and has potential for growth.

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### Work Experience:

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#### Manifest Clerk

Wallet Corporation, New York, NY

May 2004 – Present

- Transferred information from order manifest into edge system.
- Identified freight bills requiring special delivery instructions.
- Reviewed invoices and ensured accuracy for further process.
- Maintained excellent telephone etiquette.
- Ensured to provide admirable customer service.
- Ensured to manifest local deliveries and outbound loads.

#### Manifest Clerk

Spice Corp, New York, NY

March 2002– April 2004

- Administered manifesto for future goals.
  - Established and maintained effective working relationships.
  - Provided clerical and internal support to department.
  - Provided information to prospective members according to procedure.
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### Summary of Qualifications:

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- Ability to accurately transfer manifest information into computer
  - Ability to review accuracy of manifest completion
  - Good understanding of all office and operation functions and procedures
  - Ability to handle telephone calls and paging system in a professional manner
  - Good math aptitude and problem solving skills
  - Ability to type with speed and accuracy
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### Education:

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High School Diploma

Baldwin High School, Wailuku, HI

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