
MARKING CLERK RESUME

Summary:

A highly organized individual who is well qualified in training and on-the-job experience; Dependable worker, accurate and trustworthy; Has the ability to multi tasks when required in different areas; Ability to arrange the items according to specific rules; Has a good communication skills and interpersonal skills.

Professional Experience:

Marking Clerk January 2007 – present
Apparel Ventures, Chicago, IL

Responsibilities:

- Pined, pasted, sew, tied and stapled tickets, tags, or labels to articles.
- Kept records of production, returned goods, and related transactions.
- Recorded number and types of articles marked and packed articles in boxes.
- Changed the price books in the warehouse.

Warehouse Clerk May 2004 – December 2006
Crane Worldwide, Atlanta, GA

Responsibilities:

- Pulled parts in accordance with job packages or order verifications.
- Tagged parts with item number, quantity, and description.
- Packed orders in accordance with customer requirements, including labeling or marking each package.
- Attached packing lists to each packages, and weighed each package.
- Loaded freight.
- Received and inspected incoming materials.

Warehouse Clerk – Trainee February 1999 – May 2004
Crane Worldwide, Atlanta, GA

Responsibilities:

- Pined, pasted, sew, tied and stapled tickets, tags, or labels to articles.
- Kept records of production, returned goods, and related transactions.
- Recorded number and types of articles marked and packed articles in boxes.
- Changed the price books in the warehouse.

Warehouse Clerk May 2004 – December 2006
Crane Worldwide, Atlanta, GA

Education:

Associate Degree in Office Administration
Stanford University, CA, 1999

Skills:

- Good communication skills, both written and verbal
 - Good negotiating and interpersonal skills
 - Strong organizational skills
 - Computer literate
-

Awards and Honors:

Employee of the Year, Apparel Ventures, 2008

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