
Parts Clerk Resume

Job Objective

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

Work Experience:

Parts Clerk

Hall Automotive, Somerville, NJ

May 2004 – Present

- Received and authenticated shipments from Vendors and Out Bases.
- Managed to pack-unpack and verify shipments.
- Maintained the warehouse facilities.
- Maintained daily, weekly, monthly inventory control.

Parts Clerk

Veolia Transportation, Somerville, NJ

March 2002– April 2004

- Supported all repair lines by pulling the unit stock parts.
 - Delivered the parts to the designated technician in an expedient fashion.
 - Performed accurately count, receive, and bin both unit stock.
 - Maintained daily, weekly, monthly inventory control.
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Summary of Qualifications:

- Hands-on experience in handling parts and spares of machineries and equipment
 - Skills in managing stores and inventory of parts
 - Deep knowledge in assessing the value of parts for resale
 - Ability to manage and update storage records
 - Sound skills in fixing and assembling parts of machinery and equipment
 - Organizational and time management skills
 - Ability to operate forklift and other heavy equipment
 - Ability to move and lift weights up to 60 pounds
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Education:

Associate Degree in Commerce

Houston Community College, Houston, TX

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