
Shipping Receiving Clerk Resume

Job Objective

To obtain a Shipping Receiving Clerk position and utilize my experience and skills for the successful completion of each job task.

Work Experience:

Shipping Receiving Clerk
Volt Information Sciences, Lynnwood, WA
May 2004 – Present

- Implemented shipping and receiving work schedules.
- Administered inbound and outbound trucks to meet the daily work schedule.
- Ensured all warehouse activity records are prepared and maintained effectively.
- Assisted in maintaining the security of the warehouse.
- Supported all functions within the shipping & receiving department.

Shipping Receiving Clerk
GENCO, Lynnwood, WA
March 2002– April 2004

- Identified and allocated materials to proper location and tracking inventory receipt transactions.
 - Ensured proper bagging, packaging, and labeling all products.
 - Verified accuracy of shipments by count and weight.
 - Examined items for comparison of box against provided documentation and other records.
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Summary of Qualifications:

- In-depth knowledge of Warehouse Inventory Control
 - Ability to load and unload all incoming material and validating those supplies
 - Ability to verify the accuracy of shipments by checking for shortages and damaged goods
 - Ability to input purchase order receipts and posting to operating system
 - Ability to write routine reports and correspondence
 - Ability to addresses e-mail and phone requests and questions
 - Proficient with Microsoft Office – Word, Excel
 - Skilled at operating mobile equipment such as pallet jack and fork lift
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Education:

Associate Degree in Accounting
Salt Lake Community College, Salt Lake City, UT

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