
Terminal Clerk Resume

Job Objective

Seeking a Terminal Clerk position in a stable company where I can use my skills to benefit the company.

Work Experience:

Terminal Clerk

Wings Corporation, Allison Park, PA

May 2004 – Present

- Monitored the flow of materials, components and tools.
- Administered paperwork between departments.
- Initiated to take and accept responsibility for meeting customer's expectations.
- Computed, compiled and maintained material inventory, production, and timecards.

Terminal Clerk

Bundle Corp, Allison Park, PA

March 2002– April 2004

- Adapted excellent telephone etiquette.
 - Provided admissible customer service.
 - Computed all relevant documents utilizing established database applications.
 - Provided clerical and internal support to department.
 - Provided information to prospective members according to procedure.
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Summary of Qualifications:

- Ability to process a voluminous amount of work in an efficient manner
 - Ability to organize and plan work effectively
 - Ability to work independently
 - Ability to verify manifests for credit holds, coding bills
 - Ability to calculate tonnage for daily deliveries and computing drivers
 - Ability to answer telephones with a heavy call volume and directs calls
 - Ability to identify freight bills requiring special delivery instructions
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Education:

Associate Degree in Communications

Houston Community College, Houston, TX

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