
Transportation Clerk Resume

Job Objective

Seeking a Transportation Clerk position that offers an immediate challenge, career opportunity, and advancement.

Work Experience:

Transportation Clerk
Nash Finch, Cincinnati, OH
May 2004 – Present

- Processed orders for material and merchandise received by mail, fax, email and telephone from customer.
- Edited orders received for price.
- Updated customer billing and shipping information.
- Handled customer inquiry functions.

Transportation Clerk
The Geo Group, Cincinnati, OH
March 2002– April 2004

- Compiled statistics and prepared various reports for customers and management.
 - Analyzed complaints concerning billing or services rendered.
 - Ensured to update customers on a regular basis.
 - Edited orders for financing and special handling requests.
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Summary of Qualifications:

- Previous experience in a transportation office
 - Ability to follow through and provide excellent customer service
 - Ability to process orders for material and merchandise received by mail, fax, email and telephone from customer
 - Good understanding of Department of Transportation Rules and Regulations
 - Good oral and written communication and organizational skills
 - Ability to efficiently solve problems
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Education:

Associate Degree in Commerce
Pima Community College, Tucson, AZ

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