
Warehouse Clerk Resume

Job Objective

To obtain a Warehouse Clerk position in a company that will allow me to grow with the company.

Work Experience:

Warehouse Clerk
Spherion, Lynnwood, WA
May 2004 – Present

- Packed and prepared equipment and supplies prior to distribution.
- Ensured appropriate stock at warehouse with equipment and supplies.
- Ensured distribution of forms, requisitions, purchase order forms; and packaging slips are completed accurately.
- Assisted completing periodic inventory count.

Warehouse Clerk
AVI-SPL, Inc., Lynnwood, WA
March 2002– April 2004

- Received and stored merchandise according to company standards.
 - Ensured to manage stocks, dates, rotates, and checks temperature of product.
 - Maintain quality control by ensuring no damaged product and raw material is received or shipped.
 - Operated forklift, hand trucks and hand trucks according to standard operating procedures.
 - Ticket according to branch standards for accuracy and timeliness.
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Summary of Qualifications:

- Ability to stock and maintain warehouse inventory
 - Ability to stage, load, unload and process finished product and raw materials.
 - Ability to use ten-key calculator, and use of forklift
 - Excellent verbal, written, and interpersonal communication.
 - Good knowledge of inventory control
 - Familiarity and use of computers, and basic mats.
 - Ability to organize and track a large inventory
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Education:

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

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