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## Warehouse Shipping Clerk Resume

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### Job Objective

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

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### Work Experience:

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Warehouse Shipping Clerk  
Milwaukee, Portland, OR  
May 2004 – Present

- Contacted carriers and scheduled pick-ups; and driver pick.
- Processed shipment confirmations and load verifications.
- Processed export documentation as needed.
- Ensured office supplies to maintain stock.
- Verified that all loads shipped as scheduled and communicate exceptions.

Warehouse Shipping Clerk  
Aerotek, Portland, OR  
March 2002– April 2004

- Administered package outgoing shipments and parcels and transported goods.
  - Ensured to select appropriate carriers and truckers to fill needs, both domestic and international.
  - Managed to track shipments as needed.
  - Maintained in-house vendor inventory.
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### Summary of Qualifications:

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- Ability to maintain an electronic log of incoming and outgoing packages
  - Ability to use a computer as needed for email and internet information
  - Ability to utilize Microsoft Office documents to create entries
  - Ability to lift and move heavy items and packages as required.
  - Ability to read and interpret safety rules, operating and maintenance instructions, and procedure manuals.
  - Ability to write routine reports and correspondences.
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### Education:

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Associate Degree in Accounting  
Cuyahoga Community College District, Cleveland, OH

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