

HENRY WALKER

Distribution Clerk

🔼 PROFESSIONAL SUMMARY

Enthusiastic Distribution Clerk with 2 years of experience in shipping, receiving, and inventory oversight. Adept at ensuring accuracy and efficiency in logistics operations while adhering to safety protocols. Ready to bring strong organizational abilities and a detail-oriented mindset to enhance team performance and streamline distribution processes.



WORK EXPERIENCE

Distribution Clerk

Apr/2024-Ongoing

Maple Leaf Consulting

Toronto, ON

- 1. Maintained cleanliness and organization of the distribution area.
- 2. Prepared shipping documents, including work orders and bills of lading, to facilitate smooth routing of materials.
- 3. Recorded shipment data, such as weight and damages, for reporting and recordkeeping purposes.
- 4. Determined shipping methods based on knowledge of logistics processes and rates.
- 5. Packed, sealed, labeled, and affixed postage to ensure materials are ready for shipping.
- 6. Managed inventory of shipping materials and supplies to maintain optimal stock levels.
- 7. Coordinated with carrier representatives to arrange shipping and delivery of materials efficiently.

Distribution Clerk

Silver Lake Enterprises

耳 Seattle, WA

- 1. Delivered newspapers to subscribers along a designated route, ensuring timely and accurate service.
- 2. Maintained detailed records of subscriber accounts and collections.
- 3. Engaged with prospective subscribers to promote and sell newspaper subscriptions.
- 4. Provided customer service by addressing inquiries and resolving
- 5. Participated in training sessions to enhance sales techniques and customer interaction skills.
- 6. Utilized personal vehicle for delivery, ensuring compliance with traffic regulations.

EDUCATION

Associate of Applied Science in Logistics

Apr/2022-Apr/2023

Tech Valley Community College

Toronto, ON

Focused on logistics operations, inventory management, and supply chain principles.

- (123) 456 7899
- Los Angeles
- www.qwikresume.com

SKILLS

Stock Organization

Quality Control

Data Entry

Warehouse Safety

Receiving Goods

Order Fulfillment

INTERESTS

Scuba Diving

E-sports

🚥 Reading Fiction 🏻 🗐 Puzzle Solving

STRENGTHS



Stewardship

🍄 Teamwork

🗞 Tenacity

💾 Vision

LANGUAGES





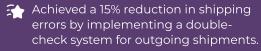


English

French

Dutch

ACHIEVEMENTS



Streamlined inventory processes, resulting in a 20% increase in stock accuracy within 6 months.