



HENRY WALKER

Distribution Clerk

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Los Angeles

www.qwikresume.com

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

Apr / 2023-Apr / 2024

Silver Lake Enterprises

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 issues.
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.

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

Achieved a 15% reduction in shipping errors by implementing a double-check system for outgoing shipments.

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