

LIAM ANDERSON

Dock Clerk

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PROFESSIONAL SUMMARY

Dedicated Dock Clerk with 7 years of experience in optimizing dock logistics and enhancing cargo handling processes. Proven track record in coordinating shipments, ensuring compliance with safety standards, and improving operational efficiency. Passionate about delivering top-tier service and driving continuous improvement in fast-paced environments.

WORK EXPERIENCE

Dock Clerk Jan / 2021-Ongoing
Blue Sky Innovations Chicago, IL

1. Collaborated with drivers to create detailed load manifests for efficient shipping and receiving.
2. Maintained accurate daily budget forecasts aligned with incoming and outgoing shipments.
3. Generated comprehensive billing statements for clients on a daily and monthly basis.
4. Managed shipping logs and necessary documentation for each shipment, ensuring compliance with regulations.
5. Coordinated shipping schedules, enhancing logistics efficiency for client deliveries.
6. Developed shipping manifests based on client requests to ensure accurate order fulfillment.
7. Conducted regular inventory checks to maintain accurate records of products shipped and received.

Dock Clerk Jan / 2018-Jan / 2021
Lakeside Apparel Co Chicago, IL

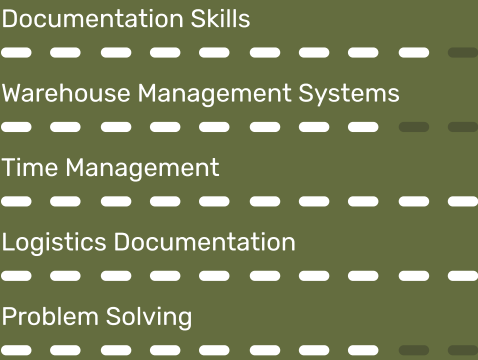
1. Sorted and documented packages by region to streamline outgoing shipments.
2. Processed incoming shipments by filing, faxing, scanning, and copying necessary documents.
3. Verified shipping invoices to ensure all items were accounted for and discrepancies were resolved.
4. Managed billing records and conducted inventory audits, logging data accurately.
5. Operated machinery for sorting and loading packages, ensuring efficient workflow during peak hours.

EDUCATION

Associate of Applied Science in Logistics Jan / 2015 - Jan / 2018
Central Community College Chicago, IL

Studied logistics management, inventory control, and supply chain operations.

SKILLS



INTERESTS

- Home Brewing Wildlife Conservation
- Running Public Speaking

STRENGTHS



LANGUAGES



ACHIEVEMENTS

- Increased shipment accuracy by 20% through meticulous documentation and inventory checks.
- Streamlined loading processes, reducing turnaround time by 15% for outgoing shipments.