Robert Smith

Dock Clerk

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SUMMARY

Effective, result-driven, and self-directed administrative professional, who brings strong organizational and communication skills to provide successful support to the office.

SKILLS

Excel, As400, Accounting, Bookkeeping, Customer Service.

WORK EXPERIENCE

Dock Clerk

ABC Corporation - February 2003 – September 2007

- Worked directly with drivers delivering or picking-up products from the facility to create load detail manifests.
- Maintained a daily forecast budget for the company in accordance with customers products being shipped and received.
- Created daily and monthly billing for each customer.
- Maintained shipping logs and accompanying paperwork for each load shipped or received.
- Scheduled appointments for shipping and receiving of the customers product for the company.
- Created shipping or receiving manifest for each load based on the customers request for product.
- Kept an accurate inventory of the customers products that were shipped and received and a daily basis.

Dock Clerk

Delta Corporation - 2001 – 2003

- Document & sort packages by zip codes or region Assist with loading the cart for outgoing shipments.
- Receive shipment File, fax, scan, copy documents Checks shipping invoice to ensure all items are accounted for.
- Contacts seller or distributor to resolve shipment discrepancies.
- Manages and maintains all billing records Conducts inventory of products, and logs data into inventory database.
- A Mail Handlers job consists of sorting, moving, organizing, loading and shipping mail before it ends up with the actual mailperson who delivers it.
- Mail Handlers will operate sorting machinery and other machinery to sort mail and load packages into trucks and vans.
- Within my three weeks working I excelled from pilot jack operator to forklift operator.

EDUCATION

Associates of Arts in Health care Administrations - (University of Phoenix)

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