

AVA DAVIS

Shipping And Receiving Clerk II

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PROFESSIONAL SUMMARY

Skilled Shipping and Receiving Clerk with 6+ years of experience, well-versed in warehouse operations, shipping and logistics. Exceptional organizational skills and strong attention to detail.

WORK EXPERIENCE

Shipping And Receiving Clerk II Jun / 2021-Ongoing
Pineapple Enterprises Santa Monica, CA

- Moving pallets and other materials to and from storage and production areas and loading docks.
- Cleaning and maintain the loading docks in compliance with OSHA safety standards.
- Stacking and storing pallets at the end of the shift to keep the production floor clean and organized.
- Operating computer and RF scanner based computer systems with a high level of accuracy.
- Recording numbers of pallets and boxes of product on trucks at the end of production attached identifying labels to boxes of product.
- Unpacking and examining incoming shipments, rejected damaged items, recorded shortages, and corresponded with the shipper to rectify damages and shortages.
- Inserting items into containers, using spacers, fillers, and protective padding.

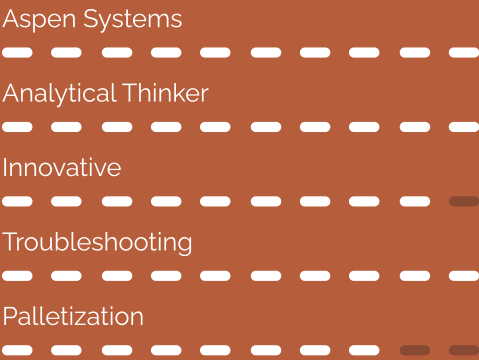
Security Guard Jun / 2018-Jun / 2021
Lakeside Apparel Co Chicago, IL

- Monitored and authorized entrance and departure of vehicles, cargo trucks and visitors.
- Detected suspicious activities and watched for criminal acts and rule infractions.
- Monitored and authorized entrance and departure of employees and visitors.
- Wrote reports on property damage, theft, presence of unauthorized persons and unusual occurrences.
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EDUCATION

Associate of Applied Science in Logistics Jun / 2015 - Jun / 2018
Central State Community College Seattle, WA
Focused on logistics management and supply chain operations.

SKILLS



INTERESTS

- Home Brewing Wildlife Conservation
- Running Public Speaking

STRENGTHS

- Willingness Wisdom
- Zeal Ingenuity

LANGUAGES



ACHIEVEMENTS

- Improved shipping accuracy by 20% through meticulous verification processes.
- Streamlined inventory management, reducing discrepancies by 15%.