



NOAH WILLIAMS

Senior Shipping Assistant

✉ support@qwikresume.com

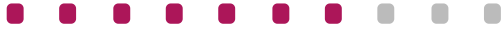
☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

SKILLS

Bilingual Communication



Data Entry Skills



Erp Systems



Order Fulfillment



Customer Inquiries



INTERESTS

📖 Birdwatching 🧳 Traveling

🏠 Sports Coaching 🧶 Knitting

STRENGTHS

🔧 Pragmatism

🍃 Sensitivity

💖 Sincerity

⚓ Stability

LANGUAGES



English



German



Mandarin

ACHIEVEMENTS

🌟 Reduced shipping errors by 15% through improved documentation processes.

🌟 Streamlined shipping procedures, resulting in a 20% decrease in delivery times.

PROFESSIONAL SUMMARY

Seasoned Senior Shipping Assistant with 5 years of proven experience in logistics and shipment coordination. I specialize in optimizing shipping operations, ensuring compliance with regulations, and maintaining accurate inventory records. My commitment to efficiency and exceptional service drives timely deliveries and enhances customer satisfaction. I am poised to contribute my expertise to elevate shipping processes.

WORK EXPERIENCE

Senior Shipping Assistant

📅 Feb / 2022-Ongoing

Quantum Solutions LLC

📍 Phoenix, AZ

1. Managed end-to-end shipping processes, ensuring timely dispatch of all incoming and outgoing orders.
2. Utilized FedEx Powership Manager Software to ship time-sensitive packages, optimizing routing and costs.
3. Compiled necessary customs documentation for international shipments, ensuring compliance and timely delivery.
4. Operated Crown stand-up forklift to efficiently load and unload freight from trailers.
5. Monitored inventory levels and processed purchase orders using Great Plains Software.
6. Trained and supervised team members during supervisor absences to maintain workflow continuity.
7. Collaborated with sales and production teams to ensure alignment on shipment schedules and product readiness.

Shipping Assistant

📅 Feb / 2020-Feb / 2022

Summit Peak Industries

📍 Denver, CO

1. Facilitated daily shipment scheduling with various freight carriers, ensuring optimal delivery solutions.
2. Promoted a safe and positive work environment through effective teamwork and communication.
3. Prepared products for shipment, ensuring compliance with safety and quality standards.
4. Acted as a liaison between sales teams and customers, providing updates on order status and delivery timelines.
5. Exceeded performance expectations by maintaining high standards of quality and efficiency.

EDUCATION

Associate of Applied Science in Logistics

📅 Feb / 2018-Feb / 2020

City College

📍 Phoenix, AZ

Focused on logistics management, supply chain processes, and inventory control.