

ROBERT SMITH

Shipping Receiving Clerk III

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SUMMARY

Shipping and receiving clerk with 7 years experience and also a licensed security guard.

CORE COMPETENCIES

Computer Literate, Microsoft Office.

PROFESSIONAL EXPERIENCE

Shipping Receiving Clerk III

ABC Corporation - June 2004 – February 2015

Key Deliverables:

- Packed items for common carrier shipment such as FedEx and UPS.
- Arranged for truck pickup and delivery using manifest software.
- Tracked freight shipments and delivery dates.
- Received ware by comparing purchase orders to manifest.
- Entered received merchandise into inventory system.
- Maintained inventory system and warehouse.
- Loaded/unloaded company merchandise from trucks.

Shipping Receiving Clerk

ABC Corporation - 1999 – 2004

Key Deliverables:

- Export/Import plastic automotive parts.
- Making sure the all the shipments are prepared on time.
- Pulling stock for the machines to keep production flowing.
- I kept the inventory deficient down under 3%.
- Went from running/operating machines to running the warehouse by myself.
- Skills Used Hilo/ fork lift operator.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

AAS Electronics Technology - (Monterey Peninsula College)

