Shipping and Receiving Clerk Resume

123 Your Address, City, State, Zip Code | (xxx)-xxx-xxxx | your@email.com

IWLA Certified Warehouse Logistic Professional with 4 years experience in general warehouse operations, shipping, and receiving. Seeking a position at (COMPANY NAME), where I can offer my expert knowledge in shipping and receiving to make warehouse operations as smooth as possible. Possess an A.A.S and a certificate in forklift operation.

**PROFESSIONAL EXPERIENCE**

RM GLOBAL, Houston, TX

Shipping and Receiving Supervisor, Feb 2017 – Feb 2018

Skills – ERP shipping software, inventory auditing, forklift driving

* Managed all activity related to warehouse shipping and receiving, such as inbound and outbound shipments, intercompany shipments, and international shipments
* Trained and mentored new employees, leading a team of 10 to increase shipments by 20%
* Documented all the processes of picking, packing, and receiving, including workflows, cycle times, time studies, and tracked shipping and receiving KPIs

STRICKLAND PROPANE, Arlen, TX

Shipping and Receiving Clerk, Feb 2016 – Feb 2017

Skills – FedEx Ship Manager, UPS Worldship, and ERP shipping software

* Determined best shipment methods and carriers utilizing knowledge of shipping procedures, routes and rates
* Prepared and attached all shipping related documents to shipments, such as packaging slips, bills of lading, commercial invoices, and dangerous good declarations
* Arranged pickup of products with FedEx, UPS, DHL, or specified carriers
* Labeled shipments to comply with DOT and IATA regulations, packaging fragile propane tanks and accessories when necessary

SMITH EXHIBITS, INC., Afton, MN

Shipping and Receiving Associate, Feb 2014 – Feb 2016

Skills – forklift driving, reporting, and communicating with customers

* Received incoming materials and picked orders based on supervisors’ instructions
* Prepared all outgoing materials for shipping, making sure all relevant paperwork was completed and accompanied each shipment as per requirements
* Maintained a clean, orderly work area and followed all company and national safety procedures and standards

**EDUCATION**

Minneapolis Community and Technical College, Sept 2014 – May 2016

* Associate of Applied Science in Welding and Metal Fabrication

**LICENSES & CERTIFICATIONS**

* Certified Warehouse Logistics Professional (CWLP) by the International Warehouse Logistics Association
* Licensed to operate a forklift
* Trained and certified to ship Dangerous Goods according to US DOT and IATA regulations
* CPR, AED and First Aid certified