



Devon Young

Shipping and Receiving Clerk

Detail-oriented Shipping And Receiving Clerk with over 6 years of logistics experience

Expert in handling incoming and outgoing shipments, managing inventory systems, and verifying order accuracy. Known for improving shipping timelines and reducing inventory discrepancies.

PERSONAL INFORMATION



(123) 456-7890



devon.young@email.com



City, ST 00000

KEY SKILLS

- Inventory management systems
- Packing and unpacking
- Product verification
- Shipment tracking
- Vendor coordination

Professional Experience

SHIPPING AND RECEIVING CLERK | NORTHEAST LOGISTICS HUB, BOSTON, MA
MARCH 2020 - PRESENT

- Handle 150+ incoming and outgoing shipments per day using warehouse software
- Developed a checklist system that improved package tracking accuracy by 30%
- Coordinate with vendors and truck drivers to schedule efficient deliveries

INVENTORY CLERK | BAYSIDE RETAIL SUPPLY, BOSTON, MA
JULY 2017 - FEBRUARY 2020

- Processed incoming inventory and managed restock cycles
- Verified product barcodes and updated database entries
- Assisted with bi-weekly cycle counts

Education

- Associate Degree in Business Operations
Boston Metro College, Boston, MA | 2017