

# Victor Brown

## Receiving Clerk/ Shipping Clerk

Martinsburg, WV

vicbrown2145@yahoo.com - 919-862-7819 or 202-427-4233

### WORK EXPERIENCE

#### Receiving Clerk/ Shipping Clerk

CACI Federal / Converganz - Ashburn, VA - April 2010 to Present

Axiom Staffing Group

1299 Old Courthouse Sq, Martinsburg, WV 25401

(304) 267-8350

06/20/2014-10/12/2014

- Receive incoming shipments and assist in unloading procedures
- Study invoices and bills to ensure appropriate order
- Check incoming shipment for damages and ensure accuracy of count
- Direct movement of shipment to storage area
- Manage data entry tasks for reporting purposes
- Received incoming shipments and unloaded them
- Assisted in examining shipments for quality control purposes
- Moved incoming shipment to warehouses and storage areas
- Assisted the receiving clerk with managing shipment documents

Manpower

624 Monroe St, # 100, Herndon, VA

04/11/2014-06/12/2014

Assemble customer orders from stock and place orders on pallets or shelves, or relocate orders to a holding area or shipping department.

Mark materials with identifying information using appropriate method.

Open bales, crates and other containers.

Record amounts of materials or items received or distributed via appropriate computer program.

Assist in counting of physical inventory.

Weigh and count items for distribution within plant to ensure conformance to company standards.

May be assigned facilities maintenance duties as needed.

Complete requisition forms to order supplies from other departments.

Prepare parcels for mailing.

Sweep, dust and mop. Organize warehouse and work area for orderliness at all times.

Wear the proper safety equipment.

Fedex Smartpost

842 Caperton Blvd

Martinsburg, West Virginia 25401

09/12/2013-02/26/2014

1. Assist shipping and receiving unloading trucks, checking in merchandise, matching purchase orders to sales orders and distributing to sales associates for processing.
2. Read customer orders, work orders, shipping orders or requisitions to determine items to be moved, gathered or distributed and/or shipped.
3. Move materials and items from receiving or storage areas to shipping or to other designated areas.
4. Sort and place materials or items on racks, shelves or in bins according to predetermined sequence such as size, type, style, color or product code.
5. File requisitions, work orders or requests for materials, tools or other stock items and distribute items to shipping or to designated route driver storage area.

Receiving Clerk/ Shipping Clerk - CACI Federal / Convergencz  
CACI Federal / Convergencz

Ashburn, VA

April 2010 to Present

Maintain and oversee all logistics receiving tasks - data entry, filing record.

- Keep track of the report for the logistics receiving department that is entering in WMS.
- Assists in the property inventory process, help reconcile property discrepancies.
- Assists in retrieval of information from various databases to accurately track all inventory.
- Assist in the order to ship parts to the destination site.
- Q'C Attribute Adjustment.
- Operate the forklift and operate the Raymond lift.
- Performs a full range of order fulfillment and warehouse functions including receiving, stocking, and inventory of materials.
- Receives material and verifies count against accompanying documents.
- Main job involves gathering equipment for outbound orders, getting the equipment into the testing station then shipping the gathered equipment out utilizing WMS along with Federal Express Manager.
- Responsible for pulling and processing of orders in a timely manner.

Maintain and oversee all logistics receiving tasks - data entry, filing record.

- Operate the forklift and operate the Raymond lift.
- Assist in the order to ship parts to the destination site.
- Processes documents to update and maintain files and records, Q'C various documents.
- Assists in maintaining inventories of all goods and materials.

Education

Freedom High School

August 2007

Freedom High School -

South Riding, VA

Additional Information

TYPE OF CLEARANCE: Security Clearance June 2010

EDUCATION

Freedom High School

August 2007

Freedom High School - South Riding, VA

ADDITIONAL INFORMATION

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