

# BRIAN ZACARIAS

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## Professional Summary

Reliable Shipping Clerk promotes productive warehouse functions to meet goals and satisfy customer needs. Excels at managing fast-paced work, inspecting shipments and resolving issues with vendor representatives. Strong records management and planning abilities.

## Accomplishments

20

## Skills

- Effective Communication
- Bilingual
- International Shipments
- Inventory Monitoring and Management
- Inventory Replenishment
- Verbal and Written Communication

## Work History

**Shipping Clerk**, 04/2021 to Current

**Diamond Machining Technology** – Marlborough, United States

- Checked bills of lading, outgoing package paperwork and other documentation for accuracy.
- Conducted counts and audits of inventories to identify and resolve discrepancies in records
- Operated equipment such as forklifts and balers to move outgoing shipments to loading area.
- Investigated and adopted optimal shipping and receiving strategies by selecting best carriers, routes and methods to minimize costs and enhance schedules.
- Organized storage areas to optimize materials movements and minimize labor hours.

**Line Zone Leader** , 10/2018 to 07/2020

**Panera** – Marlborough, United States

- Led and directed team members on effective methods, operations and procedures.
- Conducted health, safety and sanitation process evaluations to identify and remedy any violations immediately.
- Quickly identified problem situations and skillfully resolved incidents to satisfaction of involved parties.

## Education

**High School Diploma**: 05/2019

**Marlbrough High School**