

Holly Willson

Receiving Clerk - Weiser Engineering

Commerce City, CO 80022

hollywd03@gmail.com

720-676-2194

Hardworking Shipping and Receiving Clerk specializing in forklift operation, efficient loading and unloading of merchandise.

Seasoned Shipping /Receiving Clerk familiar with E-2 shipping and receiving needs. Ready to take on new professional challenges

Willing to relocate: Anywhere

Work Experience

Receiving Clerk

Weiser Engineering - Arvada, CO

April 2015 to May 2019

Performed inspections of shipment contents, verifying accuracy against invoices and manifests. Organized storage areas to maximize efficiency of materials movements and minimize labor required. Unpacked and examined incoming shipments to confirm consistency with associate records and routed materials to appropriate department. Promoted accuracy in inventory and records by comparing shipment contents with paperwork. Rejected deliveries containing damaged items or shortages and corresponded with shipper to rectify issues. Operated lift and hand trucks to transfer materials to and from target areas.

Daycare Assistant

Tiny Tot's - Virginia Beach, VA

February 2008 to September 2013

Developed and implemented lesson plans based on ages and abilities of class children. Improved group and individual behavior with positive management strategies. Balanced schedules to provide optimal rest, play and educational periods. Helped prepare meals, snacks and refreshments for children, accounting for individual dietary needs and restrictions to prevent cross-contamination. Organized and planned age-appropriate lessons involving reading, crafts, and field trips.

Education

High school or equivalent

Empire Beauty School - Thornton, CO

Skills

- clerical (4 years)
- inventory (4 years)
- Inventory control (4 years)
- Punctual (10+ years)
- self-starter (Less than 1 year)
- Shipping Receiving (4 years)
- Forklift (4 years)
- Order Puller
- Warehouse Associate
- Unloading (4 years)
- Shipping (4 years)
- Loading
- Warehouse Experience
- Basic Math
- Load & Unload
- Packaging
- Quality Inspection
- Customer service

Certifications and Licenses

Forklift Certification

Assessments

Delivery driver — Familiar

January 2021

Interpreting instructions or signs and solving problems

Full results: [Familiar](#)

Delivery driver fit — Familiar

January 2021

Measures the traits that are important for successful delivery drivers

Full results: [Familiar](#)

Forklift safety — Highly Proficient

January 2021

Best practices and safety hazards in forklift operation

Full results: [Highly Proficient](#)

Attention to detail — Proficient

January 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.