

# JERIKA MATA



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Houston, TX.

## WAREHOUSE OPERATIONS

I am a highly motivated Warehouse Operations professional looking to work with a company that has a stellar reputation in the community and the industry. I am looking to bring my expertise in vendor relations, warehouse knowledge, leadership, my commitment to safety and delivering results for an exemplary organization.

## EDUCATION

2010-2011

### MedVance Institute

Medical Administrative Assistant

2004 - 2008

Cy-Creek High School

Graduated

## SKILLS

- SAP, Oracle -Netsuite, Deposco
- Shipping & Receiving
- Computer literacy/ Microsoft Office
- Inventory Control
- Time management, Communication
- Data Entry

## WORK EXPERIENCE

### Shipping Clerk

Rector Seal, March. 2025-Still Here

- Schedule 3PL drivers for LTL and FTL shipments
- Ship, label and ship-confirm all outbound shipments
- Data Entry - logs, SDS, International Pro Forma
- JD Edwards / RF Scanner / Manual Pallet Jack
- Crossed Trained in multiple Departments

### Warehouse Associate-3

Tyndale, Oct. 2020-June 2023

- Fill warehouse orders / Trained new employees
- Data entry - Create picking tickets / logs
- Deposco / RF scanner / manual pallet jack
- Receiving>Returns/Heat departments knowledge
- Stage and sort shipments

### Senior Warehouse Clerk

LiuGong, Feb. 2024-July 2024 (Temp. Assg.)

- Received & processed incoming orders
- Inventory management
- Data entry - logs, packing list/tickets, etc.
- Invoicing / SAP / RF Scanner
- Ship Preparation - Ship, Label, and place in loading truck

### Administrative Asst. - Operations

DHL, Jan. 2014-Oct. 2019

- Receive, sort incoming shipment
- Data entry - logs, picking tickets/list, etc.
- Maintained inventory records & perform audits
- SAP / RF scanner / manual pallet jack
- Coached individuals & created materials for new employees