

Johanna Quintanilla

Objective:

To work as a Shipping Clerk for a manufacturing unit and help in processing its outgoing shipments by comparing and arranging necessary documents.

Summary of Skills:

- Knowledge of safety rules and shipping procedures
- Excellent time management skills and a team player
- Skilled in sorting, checking, counting and verifying materials
- Can perform light maintenance work
- Skilled in maintaining and updating records
- Word, Excel, Outlook, PowerPoint and customized database software

Experience:

Shipping Clerk Support/ Order Selector

Hyundai Motor Company

June 2019 – November 2020

- Monitor loading and unloading of truck
- Keep track on inventory for shipment
- Verify shipment with purchase order and other documents
- Prepare shipping documents for products that are scheduled to ship
- Receive goods damaged in transportation and prepare credit report
- Store goods in the warehouse according to the company's standards
- Arrange for domestic and international shipping
- Keep track of shipment and update customers regarding the same

Shipping and Receiving Clerk

Metro Staffing- Sun Cast

March 2017 – June 2019

- Collected and packed shipping materials.
- Handed over necessary documents with instructions to truck drivers.
- Managed and packed finished goods.
- Prepared necessary documents for easy tracking of shipments.