

Kelly White

295 N Roy Ave, Bourbonnais, IL 60914 Bradley, IL 60915 | +1 815 214 4215 | kaw6117@gmail.com

Professional Summary

Dynamic inventory clerk professional with over 2 years of inventory control and forklift experience in shipping, receiving, and logistics. Demonstrates proficiency in data entry, Microsoft Office, and inventory systems while ensuring safety, accuracy, and strong customer service. Adheres to SOPs and maintains organized storeroom operations.

Work Experience

Shipping and Recieving Clerk

WSI | Wilmington, IL

September 2025 to Present

- Coordinated dispatching of trucks, confirming carrier availability and load details to ensure timely deliveries
- Collaborated closely with drivers to guarantee on-time delivery and efficient load handling
- Maintained accurate and efficient data entry of shipment information into logistics systems
- Communicated proactively via phone and email to confirm pickup and delivery schedules
- Supported floor operations to expedite loading times and maintain workflow efficiency

Clerical/shipping and receiving/logistics management

NFI Industries | Manteno, IL

February 2023 to December 2025

- Entered and verified inventory and shipping data with high accuracy, supporting inventory control processes
- Managed driver coordination by confirming Bills of Lading and providing accurate paperwork for outbound shipments
- Communicated regularly with dispatch and carriers to ensure timely load pickups and deliveries
- Maintained confidentiality and adhered to security protocols for sensitive logistics information
- Monitored and responded to emails to support logistics operations and customer inquiries
- Adapted to fast-paced environment while resolving operational issues and supporting drivers as needed

Warehouse Worker

Target | Channahon, IL

October 2021 to December 2022

- Operated forklifts and other warehouse machinery to efficiently load and unload trucks
- Maintained warehouse organization and safety standards during daily operations
- Certified on all warehouse equipment, ensuring compliance with safety protocols

Education

High school or equivalent

Bradley-Bourbonnais C High School

August 2017 to May 2021

Upper secondary education

High school or equivalent

Skills

- Inventory control
- Forklift
- Shipping & Receiving
- Data entry
- Customer service
- Microsoft Office
- Inventory Management Systems
- Communication skills
- Attention to detail
- Problem-solving
- Organizational skills
- Transportation management systems
- Teamwork
- Logistics
- Dispatching

Languages

English

Certifications and Licenses

Driver's License

Forklift Certification