

LaShante Washington

Inventory Clerk

Belleville, IL 62221

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Warehouse associate with more than 3 years of experience planning, developing and implementing customer orders. A very focused, driven highly motivated team player with flexible work hours and versatile abilities.

Work Experience

Inventory Specialist

HireLevel - Edwardsville, IL

February 2020 to September 2022

Inventory control

Manage shipments

Track shipments

Receive shipments

Operated Sit Down Forklift

Operated Stand Up Forklift

Counting inventory

Use RF scanner

Shipping/Receiving Clerk

World Wide Technology - Edwardsville, IL

December 2019 to December 2020

Label shipping orders

Send off shipping orders

Sit Down Forklift

Receive shipping orders

Track shipments

Inventory Control Specialist

XPO Logistics Inc - Decatur, IL

July 2018 to November 2019

Sit Down forklift

Monitored department performance data to identify and avoid potential risks.

Contacted customers prior to delivery to confirm and coordinate delivery times.

Oversaw scheduling for the day-to-day activities of 10 transportation employees.

Implemented strategic shipping policies to achieve long and short-term sales targets.

Reported inventory balances and cycle counts in both the ERP and WMS systems.

Monitor Inventory controlled products received

Print shipping labels for products received

Education

High school diploma

East Saint Louis Sr. High - East Saint Louis, IL
2016

Skills

- CUSTOMER SERVICE
- EXCEL
- Warehouse Management System
- RF Scanner
- Shipping & Receiving

Awards

Honor Roll 1st & 2nd semester 20142017

Leadership Honors Member

Forklift Trained

Named "Associate of the Quarter" for exceeding all customer service goals

Fulfilled all supervisory duties when Warehouse Manager was on vacation

Routinely helped as many as 20 customers each day in a high-volume retail outlet

Groups

Leadership Honors

Member

Additional Information

SKILLS

Driver's License

3 years of driving experience

Operating Industrial trucks

Quick learner Positive learning process

Client-focused Excellent communication

Excel in customer service