

LATONYA SCOTT



tamielle78@gmail.com



(912) 314-9698



STATESBORO, GA 30458

PROFESSIONAL SUMMARY

Hardworking Warehouse Associate/Shipping Clerk brings advanced abilities in coordinating shipments and routing materials. Thorough and detail-oriented in verifying key information to spot and proactively manage discrepancies. Critical thinker and quick learner calm in fast-paced environments. Reliable Warehouse Associate/Shipping Clerk with exceptional recordkeeping and organizational skills. Proficient in use of industrial equipment for material circulation. Deliver accurate record verification and maintenance. Establishes positive relationships with carriers and representatives through communication and coordination skills. Competent in route planning and shipment method determination. Focused Warehouse Associate/Shipping Clerk with 10-year and 10 background. Develop and implement creative transportation and distribution procedures to maximize efficiency.

SKILLS

- Shipment Sorting
- Order Checking
- Inventory Records
- Microsoft Excel
- Carrier Relations
- Data Entry
- WMS
- Trilogy
- Cherry Picker
- Forklift Operator

EDUCATION

Ogeechee Technical College
Statesboro, GA • 06/2011

GED

WORK HISTORY

Ferguson Enterprises LLC - Warehouse Associate/Shipping Clerk

Savannah, GA • 01/2019 - 02/2022

- Checked bills of lading, outgoing package paperwork and other documentation for accuracy.
- Complete quality assurance duties as assigned.
- Conducted counts and audits of inventories to identify and resolve discrepancies in records.
- Reviewed order data to verify transactions and shipping dates.
- Used RFID scanners to track inventory
- Operated equipment such as forklifts and balers to move outgoing shipments to loading area.
- Handled high-volume paperwork and collaborated with administrators to resolve invoicing and shipping problems.
- Communicated with vendor representatives to resolve damaged shipments and item shortages.
- Investigated and adopted optimal shipping and receiving

strategies by selecting best carriers, routes and methods to minimize costs and enhance schedules.

- Boosted inventory and recordkeeping accuracy by conducting thorough inspections and comparing shipment contents with documentation.
- Received incoming shipments, compared contents against associated records and transmitted to proper department.
- Monitored scheduled shipment dates to achieve timely delivery, expediting as necessary and communicating variances to customers.
- Packed, secured, labeled and applied postage to materials to prepare items for shipment.
- Handled day-to-day shipping and receiving overseeing more than 50 packages per day.
- Verified orders by comparing names and quantity of items packaged with shipping documents.
- Sorted and delivered materials to different work areas and staff.
- Moved shipment materials to and from designated areas using lift and hand trucks.
- Compared shipping orders and invoices against contents received to verify accuracy.
- Utilized forklift or pallet truck to load, unload, transport and store goods.
- Inspected incoming and outgoing shipments to identify discrepancies with records.
- Worked effectively with shippers to resolve shipment issues, damaged materials and shortages.
- Conducted research to address shipping errors and packaging mistakes.
- Communicated with carrier representatives, arranging for special deliveries and shipment receipts.
- Rejected damaged items, recorded shortages and corresponded with shippers to rectify issues.
- Factored shipping procedures, rates and routes in making determinations on best shipping methods for materials.
- Supported reporting, accounting and recordkeeping staff with accurate updates regarding shipment information.
- Monitored inventory to maintain sufficient supply levels to meet business and customer needs.
- Processed required paperwork to expedite handling of shipped and received goods.

- Managed over 50 customer calls per day.

GAF - Forklift Operator/Shipping and Receiving Clerk
Statesboro, GA • 09/2015 - 11/2018

- Complete quality assurance duties as assigned.
- Received incoming shipments, compared contents against associated records and transmitted to proper department.
- Monitored scheduled shipment dates to achieve timely delivery, expediting as necessary and communicating variances to customers.
- Operated equipment such as forklifts and balers to move outgoing shipments to loading area.
- Inspected merchandise and sent damaged pieces for repair before shipment.
- Answered customer telephone calls promptly to avoid on-hold wait times.
- Maintained customer satisfaction with forward-thinking strategies focused on addressing customer needs and resolving concerns.
- Used fork lifts, hand truck and pallet jacks to move materials on dock.
- Followed verbal and written instructions to properly move and ship products.
- Managed over 50 customer calls per day.

Viracon Industries - Expeditor/Forklift Operator
Statesboro, GA • 10/2011 - 04/2015

- Complete quality assurance duties as assigned.
- Unloaded and stacked materials by raising and lowering lifting devices.
- Unloaded materials and goods at designated locations for best project availability.
- Transported goods between warehouse locations according to shipment and storage needs.
- Wrapped pallets in plastic wrap and attached merchandise tags to prepare for shipping.
- Communicated with floor managers to determine merchandise placement.
- Boosted team performance by moving materials with forklifts, cranes and other equipment.
- Used strapping and bracing techniques combined with proper balancing to prevent load shifting.

- Changed out forklift batteries and connected batteries to battery charger.
- Inspected equipment for defects and performed repairs or maintenance tasks.
- Manually counted Number of picked and packaged orders for any loss.
- Monitored area for pedestrian and vehicular traffic while operating various types of equipment.
- Monitored production schedule to keep proper amount of inventory on hand.
- Coordinated team member movements based on current needs, avoiding safety concerns or delays.
- Removed debris and waste materials from machinery to reduce possibility of clogs and malfunctions.
- Managed over 50 customer calls per day.