

Desiree Benavides

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Professional Summary

Hardworking shipping clerk with 10 years of experience in shipping and receiving, billing, and export documentation. Proficient in using inventory management software and maintaining organized filing systems. Proven ability to collaborate with cross-functional teams to ensure efficient and error-free shipping processes.

Work Experience

Shipping Clerk

JBS Foods

April 2021 to Present

- Setting up and assigning trailers, door calling, and billing orders. Work in excel for spreadsheets, in constant contact with carriers for trailers and training new employees • JBS
- Processed and prepared shipping documents, including bills of lading, invoices, and customs forms
- Utilized inventory management software to track and monitor incoming and outgoing shipments
- Maintained organized filing system for shipping records, ensuring easy retrieval when needed
- Coordinated with carriers to schedule pickups and deliveries based on customer requirements
- Assisted in the implementation of new shipping procedures to improve efficiency and reduce errors
- Collaborated cross-functionally with sales team to address any potential fulfillment issues or special handling instructions from customers

International Documentation Specialist

March 2018 to July 2020

- Generated all export documents including shipping instructions, invoices, packing list, halal certs and all other supporting documents. • JBS
- Coordinated and managed international shipments, ensuring timely delivery of goods to customers
- Resolved any issues or delays in the transportation process by working closely with suppliers, warehouses, and customs authorities
- Managed the resolution of shipping discrepancies, including damaged goods or incorrect quantities

Billing Clerk

JBS Foods

July 2013 to March 2018

- Billing/Export documentation • Typed up export documents ensuring weights and all other metrics are correct. Billed all orders domestic and international. Trained all new employees. • JBS
- Implemented new billing procedures to improve efficiency and reduce errors

Education

High School Diploma

Weld County High School-Greeley, CO

Skills

- Typing
- Microsoft Excel
- Communication skills (10+ years)
- Billing
Shipping and Receiving
Shop Floor
ECS
10-key proficiency
Planning
- Clerical experience (10+ years)
- Computer operation
- Order Picking
- Dispatching (10+ years)
- Attention to detail (10+ years)
- Computer skills
- Computer literacy
- Transportation planning
- Administrative experience (10+ years)
- Microsoft Outlook
- Office experience (10+ years)
- Data Entry
- Math
- Multi-line Phone Systems
- Basic math
- Logistics
- Phone etiquette (10+ years)
- Microsoft Word

Languages

- English

Certifications and Licenses

Driver's License