

MATTHEW WHITE

Strong Shipping and receiving clerk that will thrive in environment that requires me to be detail-oriented and a multitasker. As a shipping and receiving clerk, I am the front line, making sure that all customers at our company receive deliveries in a timely manner.

PROFESSIONAL EXPERIENCE

Blain Supply, Wisconsin • 2016 – 2018

Shipping Clerk/Forklift Operator

- Process orders, credits and rebates received via email, EDI and fax from various food distributors. This includes sending sample orders and arranging product returns as requested.
- Receive and process material orders on a daily basis, including accepting deliveries, labeling them and distributing packages and letters internally
- Coordinate deliveries to customers and clients on a daily basis, including boxing goods, addressing packages, and staying in contact with shipping companies
- Maintain the company stockroom by cleaning, organizing, and labeling items in storage on a regular basis.
- Place merchandise in a warehouse or storage facility by boxing and lifting items as necessary and operating forklifts and pallet jacks for large items.
- Schedule large shipments and coordinate logistics to ensure that there is enough storage space for incoming items and personnel on hand to manage incoming shipments.
- Perform customer service duties as necessary, maintaining good relationships with shipping companies and clients who are receiving goods.

Contract Roles, TN ● 2013 – 2015

Americold; Asurion; Amazon

Shipping Clerk

- Validate and record inbound and outbound data manually and systematically (WMS)
- Maintain records of all outgoing and incoming shipments
- Ensure accuracy, prepare and generate pick list, packing list, POD recovery, etc. for inbound or outbound activities
- Effectively communicate with carriers, customer, operations, and management
- Performs clerical duties such as filing, inbound/outbound phone calls, use of radio, data entry, etc.
- Verify and receive product into inventory

Defined Logistics, Carol Stream, IL ●2006-2013

Shipping Clerk

- Prepared shipping documents, including material safety data sheets, regulatory details and testing reports.
 - Maintained tracking spreadsheets for orders that are ready for shipment.
 - Coordinated with other departments to ensure each has the most current documents for the products ready for shipping.
 - Assign dock doors to the inbound and outbound loads
 - Maintain door accuracy and yard report for trailer inventory
 - Process Bill of Lading and associated shipping and receiving documents.
 - Reconcile inbounds with packing slips and coordinate drop lot activity
 - Coordinating moves on the yard for the spotter/yard jockey
 - Provide a strong level of customer service to internal and external customers
 - Maintain Inbound and Outbound Schedules
 - Report errors and/ or issues to appropriate member of leadership to ensure accuracy
 - Participate in all training programs provided
 - Performs all duties in a safe and timely manner
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EDUCATION

- WEST LEYDEN HIGH SCHOOL 2007
- COLLEGE OF DUPAGE 2009