

PERSONAL

Name
Carlos Bingham

Address
123 Anywhere Avenue
Kansas City, MO 54321

Phone number
123-456-7890

Email
exampleresume@cvmaker.com

CARLOS BINGHAM

Seeking a shipping clerk position to use 5+ years of experience on a fast-paced team. Capable of meeting all standards and goals as evidenced by continual record-breaking in past position. Able to maintain workplace structure while establishing accountability and promoting safety. Capable of working well with others by educating and encouraging fellow employees.



WORK EXPERIENCE

- Sep 2018 - Present **Shipping Clerk**
ABC Company, Kansas City, MO
 - Move freight, stock, and other items to and from loading docks, production areas, and storage.
 - Sort shipments for various locations, sending out parts quickly using WMS and JDE scanners.
 - Responsible for training new employees in all areas of shipping and receiving.
 - Communicate with LTL carriers and suppliers to align incoming and outgoing shipments.
- Mar 2016 - Sep 2018 **Administrative Assistance**
XYZ Company, St. Louis, MO
 - Was responsible for maintaining and tracking spreadsheets of shipments.
 - Worked closely with leaders to ensure all parts were loaded while ensuring products were shipped on time through communication with drivers and trucking companies.
 - Created customs documentation and shipping paperwork for shipments by container, rail, or flatbed.



EDUCATION AND QUALIFICATIONS

- High School Diploma
St. Louis Community High School



SKILLS

Microsoft Office Suite	★★★★★
WMS Scanner Operation	★★★★★
Data Collection	★★★★☆
Attention to Detail	★★★★★
Verbal and Written Communication	★★★★★



REFERENCES

- Available upon request