Bartholomew Quincey-Adeyemi

Shipping Clerk

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SUMMARY

Shipping clerk with 5 years preparing parcel and LTL freight shipments for distribution and manufacturing sites. Verifies and ships about 260 orders a day, prints labels in UPS WorldShip and FedEx Ship Manager, and writes bills of lading for 6 to 10 freight pickups a day. Known for clean paperwork and trucks that leave on schedule.

EXPERIENCE

Shipping Clerk — Maumee Valley Auto Parts Supply

Toledo, OH · Apr 2022 – Present

- Verify and ship about 260 parcel orders a day against pick tickets and packing slips, keeping the monthly mis-ship rate under 0.3%.
- Prepare bills of lading and freight labels for 6 to 10 LTL pickups a day, booking carriers through 3 regional freight portals.
- Print and reconcile parcel labels in UPS WorldShip and FedEx Ship Manager, closing out each carrier manifest before the 4:30 p.m. cutoff.
- Filed and documented 22 freight damage claims over 2 years with photos and signed delivery receipts, recovering about $14,800 for the company.

Shipping and Receiving Clerk — Wyandot Hardwood Furniture Co.

Findlay, OH · Aug 2020 – Mar 2022

- Scheduled about 35 outbound freight shipments a week to retailers, confirming dock appointments and delivery windows with each buyer.
- Checked 15 to 20 inbound lumber and hardware deliveries a week against purchase orders, reporting shortages to purchasing the same day.
- Kept a shipping log in Excel that let customer service answer most where-is-my-order calls without asking the warehouse.

SKILLS

Shipping software: UPS WorldShip, FedEx Ship Manager, ShipStation, carrier freight portals

Documents: Bills of lading, packing slips, commercial invoices, carrier manifests, proof of delivery

Warehouse systems: NetSuite WMS, RF scanners, cycle count sheets, Microsoft Excel

Handling: Pallet wrapping, pallet jacks, dimensional weighing, freight class lookup, forklift certified

EDUCATION

High School Diploma, Rogers High School, 2019

Fictional example by FindAJobAI: the person, employers and numbers are invented.