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Milwaukee, WI 53227

Skills

- Materials transport
- Safety and compliance
- Training and development
- Package preparation

Education And Training

West Division

Milwaukee

Jerry Segerson

Summary

Diligent Receiving and Shipping Clerk with superior work ethic, friendly demeanor and 23 years of experience. Customer-focused employee with commitment to quality assurance. Background includes receiving, inspecting and logging products and maintaining cleanliness of storage areas. Hardworking employee with customer service, multitasking and time management abilities. Devoted to giving every customer a positive and memorable experience. Committed job seeker with a history of meeting company needs with consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.

Experience

Boelter Company - Shipping And Receiving Clerk

Glendale, Wi.

03/2000 - 01/2020

- Checked items to be shipped against work orders to confirm correct quantities, destination and routing.
- Checked customer orders, labeling and documentation prior to shipment to avoid delays.
- Tracked inventory levels, handling aspects of shipping and receiving and kept accurate records.
- Operated forklifts, hand trucks, or other equipment to load, unload, transport and store goods.
- Obtained required documentation to process shipments and support movement.
- Prepared packages for shipping and determined most economical shipping methods.
- Logged inbound and outbound discrepancies for wrong products, incorrect quantities and damages.

- Monitored merchandise received and shipped from facility in computer system.
- Organized deliveries by sorting and stocking receivables
- Compared bills of lading against actual merchandise received, inspected for damaged goods and coordinated distribution to correct departments.
- Directed warehouse team in stocking merchandise, pulling orders and setting up loads.
- Identified order discrepancies and damaged items and notified supervisor.
- Prepared documentation to track and report on damaged or missing items.
- Communicated with carrier representatives to follow specific procedures and make special delivery arrangements.
- Coached new staff preparing outgoing and receiving incoming shipments.
- Rejected deliveries containing damaged items or shortages and corresponded with shipper to rectify issues.
- Packed, sealed or affixed postage to prepare materials for shipping.
- Prepared work orders, bills of lading or shipping orders to route materials.
- Inspected and recorded incoming and outgoing orders for count, damage and dates.
- Recorded shipment data for reporting, accounting or recordkeeping purposes.
- Examined shipment contents and compare with manifests, invoices or orders to verify accuracy.
- Operated lift and hand trucks to transfer materials to and from target areas.
- Compared and verified identifying information of outgoing shipments.
- Requisitioned and stored shipping materials and supplies to maintain inventory of stock.
- Delivered or routed materials to departments using handtruck, conveyor or sorting bins.
- Weighed mail to determine correct postage.
- Troubleshoot issues related to shipping and receiving in compliance with corporate procedures.

- Scheduled large shipments and planned logistics to reserve sufficient storage space for incoming items.
- Corresponded with establishment representatives to rectify damages, shortages or nonconformance to specifications.
- Used vendor knowledge to determine shipping procedures, routes and rates.
- Compared shipping routes or methods to determine least environmental impact.