



Matthew Hayes

Shipping and Receiving Clerk

CONTACT

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United States, Des Moines, IA

EDUCATION

High School Diploma

Lincoln High School, Des Moines, IA

Certifications

- OSHA 10-Hour Safety Training, 2024
- Workplace Hazardous Materials, 2023

PROFESSIONAL SUMMARY

Dependable and detail-oriented Shipping and Receiving Clerk with experience managing incoming and outgoing goods. Skilled in inventory control, order verification, and safe material handling.

EXPERIENCE

Shipping and Receiving Clerk

2020 - Now

Central Logistics Inc., Des Moines, IA

- Verify incoming and outgoing shipments against invoices and purchase orders.
- Operate warehouse management software (WMS) to log inventory and monitor stock levels.
- Package, label, and prepare shipments following company and carrier guidelines.
- Coordinate returns and resolved shipping discrepancies with vendors.

Warehouse Associate

2018 - 2020

FleetBox Solutions, Ames, IA

- Assisted in unloading deliveries and organizing warehouse storage.
- Used pallet jacks to move inventory safely and efficiently.
- Maintained accurate records of daily activities and damage reports.

SKILLS

Order tracking and data entry

★★★★★

Inventory software (Fishbowl, NetSuite)

★★★★★

Packaging, labeling, and logistics coordination

★★★★★

Attention to detail

★★★★★

Basic math and reconciliation

★★★★★