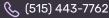


# **Matthew** Hayes

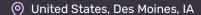
**Shipping and Receiving** Clerk



#### CONTACT



matt.hayes@gmail.com





#### 😭 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	****