

DAVID MARKSON

Shipping and Receiving Clerk

(245) 454-7745 

david.markson@gmail.com 

Chicago, IL 

PROFESSIONAL SUMMARY

Hardworking Shipping and Receiving Clerk with a strong background in unloading, inspecting, and processing goods. Excellent communicator and team player, seeking to contribute to an efficient and organized warehouse team.

EDUCATION

High School Diploma

Chicago High School, IL

Graduated: June 2024

SKILLS

- Strong attention to detail for receiving and inspecting goods Expert
- Knowledge of shipping software (UPS WorldShip, FedEx Ship Manager) Expert
- Ability to operate manual and electric pallet jacks Expert
- Good physical stamina and ability to lift heavy items Expert
- Organizational skills in stocking and storing goods Expert
- Time management for coordinating shipments efficiently Expert
- Basic knowledge of safety protocols and OSHA standards Expert

EXPERIENCE

2025 - Now

Shipping and Receiving Clerk Swift Express Warehouse / Chicago, IL

- Unload deliveries and verify accuracy of shipment contents against purchase orders.
- Organize and store items in a safe, orderly, and accessible manner.
- Process incoming and outgoing shipments, ensuring timely delivery.
- Prepare and label shipping documents, including bills of lading, invoices, and packing slips.
- Perform quality control checks to ensure items meet the correct specifications.
- Coordinate with carriers to schedule pickups and resolve shipment issues.

2025 - 2025

Warehouse Associate City Logistics / Chicago, IL

- Assisted in maintaining a clean and safe warehouse environment.
- Worked with the team to load and unload trucks efficiently.
- Assisted in packing and shipping orders according to customer specifications.

LANGUAGES

- Spanish (Conversational)

HOBBIES

- Team sports (soccer, basketball)
- Cycling

PROFESSIONAL DEVELOPMENT

Warehouse Operations Training

National Warehouse Association, Chicago, IL

May 2025

- Completed a comprehensive training program focused on advanced warehouse logistics, inventory control, and safety standards.