

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

Expert

Expert

Expert

Expert

Expert

LANGUAGES

- Spanish (Conversational)

HOBBIES

- Team sports (soccer, basketball)
- Cycling

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.

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.