

Kingston Banks

Delivery Clerk, Delivery Operations Support

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SUMMARY

Early career **delivery operations** candidate with 10 months of supervised project and lab experience supporting **shipment records**, inventory accuracy, dock scheduling, purchase documentation, and warehouse reporting. Practical work covered inbound and outbound processing, delivery verification, out of stock review, inventory variance research, and clerical controls in simulated distribution settings. Managed 300 shipment records, maintained shared dock calendars, reconciled delivery paperwork, prepared purchase order forms, and presented exception findings through clear reports. Reliable attendance, organized recordkeeping, prompt follow through, and clear English communication supported smooth handoffs with receiving, inventory, and dispatch peers. Comfortable using spreadsheets and shared operational tools, following procedures, resolving **discrepancies**, and keeping records and work areas orderly. Prepared for dependable delivery support that strengthens **warehouse administration** and customer service.

EDUCATION

High School Diploma

McArthur High School 🎓 GPA: 3.5 📅 2025 📍 Hollywood, FL

Coursework: Business communication, spreadsheet applications, logistics fundamentals, workplace organization

TECHNICAL SKILLS

- **Shipment Processing:** Inbound receipts, outbound shipments, delivery verification
- **Dock Coordination:** Dock schedules, receiving calendars, dispatch handoffs
- **Inventory Control:** Cycle counts, variance research, stock validation
- **Purchase Documentation:** Purchase orders, product records, item records
- **Warehouse Reporting:** Activity reports, exception findings, spreadsheet reports
- **Spreadsheet Tools:** Microsoft Excel, transaction logs, count sheets
- **Recordkeeping Systems:** Shipment records, inventory records, orderly files
- **Clerical Operations:** Data entry, document review, file organization
- **Receiving Operations:** Receipt processing, delivery paperwork, receiving workflows
- **Dispatch Operations:** Outbound processing, dispatch handoffs, shipment tracking
- **Workplace Practices:** Housekeeping, attendance, procedure compliance

SKILLS

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|---------------------|---------------------------|-----------------|-------------------------|
| • Shipment records | • Out of stock validation | • Spreadsheets | • Problem solving |
| • Dock scheduling | • Purchase orders | • Recordkeeping | • Organization |
| • Inventory counts | • Warehouse reporting | • Planning | • Delivery verification |
| • Variance research | • Clerical support | • Communication | |

EXPERIENCE

Delivery Operations Clerk, Capstone Project

Capstone Project 📅 January 2026 - June 2026 📍 Hollywood, FL

Supported a supervised delivery operations simulation covering **shipment records**, dock coordination, delivery checks, inventory research, purchase documentation, reporting, and orderly file control. Worked with shared operational tools while keeping records accurate and resolving timing and quantity exceptions.

- Managed 180 simulated **inbound** and **outbound** shipment records using organized transaction logs
- Maintained a shared dock schedule and resolved timing conflicts before planned receiving activity
- Reconciled delivery paperwork against inventory records and identified documentation **discrepancies**
- Investigated **inventory variances** through count sheets and transaction history review
- Prepared purchase order forms with supporting product and miscellaneous item records
- Produced warehouse activity reports and maintained orderly operational files

Warehouse Inventory and Shipping Lab

Student Lab 📅 September 2025 - December 2025 📍 Hollywood, FL

Completed supervised warehouse administration practice focused on receipts, outbound shipments, cycle counts, out of stock validation, spreadsheet organization, peer handoffs, housekeeping, attendance, and procedural accuracy. Supported realistic receiving and dispatch workflows within a structured student lab.

- Processed 120 simulated receipts and outbound shipments through documented lab workflows
- Performed cycle counts and compared results with inventory records for accuracy
- Validated **out of stock reports** against transaction histories and count results
- Used spreadsheets to organize shipment details and **inventory information**
- Practiced handoffs with receiving, inventory, and dispatch peers during lab exercises
- Met **attendance**, housekeeping, and procedural expectations throughout supervised sessions

PROJECTS

Warehouse Exception Reporting, Student Simulation 📅 2026

Created a supervised reporting exercise that connected shipment records, inventory counts, variance research, out of stock checks, and purchase documentation. Presented clear exception findings through spreadsheets and organized warehouse reports.

LEADERSHIP & AWARDS

- Career and Technical Education Achievement Recognition, 2025
- Perfect Attendance Recognition, 2025
- Peer Organizer, Student Logistics Simulation Team, 2026

CERTIFICATIONS

- Microsoft Learn Excel Fundamentals Learning Path 📅 2026
- Workplace Safety and Warehouse Procedures Training 📅 2026

PROFESSIONAL AFFILIATIONS

- Student Logistics Simulation Team, peer organizer, 2026
- Campus Supply Drive Sorting Team, volunteer, 2025

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST