



Akira Bowman

Shipping Clerk, Lead

☎ (651) 555-0123 ✉ akira.bowman@example.com

🌐 linkedin.com/in/akirabowman 📍 St. Paul, MN 55101

STRENGTHS

- Team Leadership**
Successfully led diverse shipping teams through complex projects, earning trust from upper management.
- Effective Communication**
Established pathways for transparent interaction among teams, enhancing workflow cohesion.
- Problem Solving**
Resolved shipping discrepancies rapidly, helping minimize disruptions in operations and boosting service reliability.
- Training Development**
Designed and executed training initiatives aimed at onboarding new recruits, improving their integration into the team.
- Regulatory Compliance**
Prioritized adherence to food safety regulations, building a safe and compliant work environment.

SKILLS

- Microsoft Office Suite
- AS400 System 10-Key Proficiency
- Strong Mathematics
- Excellent Communication Skills
- Multi-tasking in Fast-paced Environments

LANGUAGES

- English Native
- Spanish Intermediate

SUMMARY

Detail-oriented shipping and logistics professional passionate about providing efficient support for daily shipment operations. Over two years of experience overseeing shipping schedules, ensuring accuracy in documentation, and developing training programs for new staff. Proven track record of fostering effective communication across teams and meeting safety compliance standards. Strong leadership skills enable successful coordination of truck loading and on-the-job training for employees. Eager to contribute expertise in logistics and enhance operations within a dynamic environment like Innovative Logistics Solutions.

EXPERIENCE

Shipping Clerk, Lead

Dynamic Logistics Solutions 📅 June 2024 - Present 📍 Minneapolis, MN

Supervises daily activities in a busy shipping department, ensuring efficient scheduling and accurate tracking of shipments. Cultivates team collaboration while implementing operational procedures that uphold safety regulations.

- Manage allocation of daily shipment logistics, ensuring paperwork integrity for seamless flow of operations.
- Facilitate comprehensive training sessions that equip new hires with the necessary procedural knowledge.
- Coordinate truck preparations, effectively collaborating with personnel to meet time-sensitive shipping objectives.
- Oversee completion of all shipping documentation in adherence to regulatory and company guidelines.
- Directly engage with carriers to organize pickup appointments, strengthening logistical network efficiency.
- Act as a point of contact for resolving shipment issues, improving response times and customer satisfaction.

Shipping Coordinator

Logistics Management Group 📅 April 2022 - May 2024 📍 Minneapolis, MN

Supported shipping operations by maintaining schedules and ensuring timely deliveries while enhancing compliance with safety protocols. Implemented workflow improvements leading to increased service reliability.

- Developed efficient shipping schedules that streamlined operations and improved service turnarounds.
- Collaborated with cross-functional teams to maintain consistent communication regarding shipment procedures.
- Assisted in implementing new safety protocols that aligned with industry regulations, reinforcing operational integrity.
- Facilitated onboarding processes, mentoring junior staff to adopt best practices in shipping and safety compliance.
- Proactively conducted process audits to identify areas for improvement, driving continuous operational enhancement.
- Instigated a transition to a digital documentation system that significantly reduced paperwork errors.

Shipping Assistant

Supply Chain Services 📅 January 2021 - March 2022 📍 Minneapolis, MN

Contributed to daily shipping actions, including inventory management and shipment preparation, while promoting adherence to safety and quality controls.

MY CAREER



- Shipping Clerk, Lead at Dynamic Logistics Solutions (2.2 Years)
- Shipping Coordinator at Logistics Management Group (2.1 Years)
- Shipping Assistant at Supply Chain Services (1.2 Years)

- Assisted shipping teams with paperless shipment management, boosting overall operational efficiency.
- Coordinated efforts among various departments to ensure prompt and accurate delivery schedules.
- Engaged in ongoing safety trainings, encouraging a culture of workplace safety and compliance.
- Maintained accurate records of all shipped and received goods, supporting effective inventory management.
- Provided administrative aid to facilitate clear communications with carriers regarding deliveries.
- Helped implement a tracking system for shipments that enhanced visibility and accountability.

LEADERSHIP & AWARDS

- Employee of the Month, Dynamic Logistics Solutions, March 2025
- Safety Excellence Award, Logistics Management Group, November 2023

EDUCATION

High School Diploma

Central High School 🎓 GPA: N/A 📅 2020 📍 St. Paul, MN

Coursework: General Education, Mathematics, Business Practices, Safety Management

CERTIFICATIONS

- Certified Logistics Associate (CLA) 📅 2025
- OSHA Forklift Safety Certification 📅 2026

TECHNICAL SKILLS

- **Logistics Software:** AS400, Microsoft Office, Shipment Documentation Tools
- **Communication Tools:** Email Systems, Team Collaboration Apps, Phone Communication
- **Safety Protocols:** Food Safety Regulations, OSHA Standards, Good Manufacturing Practices
- **Training Techniques:** Onboarding Modules, Workshop Facilitation, Knowledge Sharing
- **Inventory Management:** Tracking Systems, Reporting Tools, Stock Control Procedures
- **Operational Management:** Scheduling Tools, Truck Loading Coordination, Workflow Assembly
- **Math Proficiency:** Algebra, Statistical Analysis, Calculations for Logistics
- **Document Management:** Paperwork Standardization, Electronic Records, Accuracy Checks
- **Customer Engagement:** Carrier Communications, Scheduling Appointments, Timely Delivery Coordination
- **Team Dynamics:** Motivational Support, Peer Coaching, Performance Feedback

PROFESSIONAL AFFILIATIONS

- Member of the National Association of Shipping Professionals
- Active participant in local logistics community events

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST