

Ivan Thompson

Shipping & Inventory Clerk

☎ (813) 555-1234

✉ ivan.thompson@email.com

🌐 linkedin.com/in/ivan-thompson

📍 Tampa, FL 33607

STRENGTHS

- 👁 **Detail-Oriented**
Thorough intuition ensures accuracy in tracking shipments and processing inventory batches effectively, gaining peer recognition.
- 🕒 **Time Management**
Prioritizes tasks among shifting deadlines while providing consistent results, making efficient use of responsive planning.
- 👥 **Effective Team Collaboration**
Fosters good relationships with team members for smoother operations; peers often rely on expertise to solve challenges.
- 🛡 **Safety Compliance Advocate**
Ensures adherence to safety protocols significantly reduces risks during material handling; employees appreciate guidance offered.
- ✅ **Inventory Accuracy Specialist**
Excels in verifying inventory counts leads to substantial reductions in discrepancies, noticeably boosting overall efficiency.

SKILLS

Shipping & Receiving

Inventory Management

ERP Systems (Syspro)

Microsoft Office Suite

Attention to Detail

Safety Compliance

Time Management

Team Collaboration

Regulatory Compliance

Logistics Operations

Material Handling Quality Control

SUMMARY

Dedicated Shipping & Inventory Clerk with over two years expediting warehouse operations and logistics. Skilled in inventory management, shipping procedures, and regulatory compliance ensures efficient operations. Proven competency in ERP systems boosts inventory accuracy. Strong organizational skills are paired with effective collaboration in high-pressure environments, prioritizing detail and precision. Accomplishments include optimizing shipping timelines and enhancing material handling effectiveness to support production demands. Passion for continuous improvement prevails through active participation in initiatives aimed at elevating warehouse performance thereby fostering a culture of quality and safety.

EXPERIENCE

Shipping & Inventory Clerk

Supply Chain Logistics 📅 June 2025 - Present 📍 Tampa, FL

Supports daily warehouse functions including shipping preparations and inventory control. Ensures seamless operation through teamwork and diligent processes aligned with company standards.

- Receive and inspect incoming materials, comparing quantities against purchase orders to ensure stock accuracy.
- Process inventory transactions using ERP systems and implement FIFO methods, enhancing inventory traceability.
- Organize shipping documentation for both domestic and international shipments while ensuring compliance with relevant regulations.
- Coordinate logistics with carriers like UPS and FedEx, improving efficiency in shipment scheduling and order delivery consistency.
- Maintain cleanliness and organization within the warehouse environment, following 5S principles to support operational effectiveness.
- Engage actively in continual training programs focused on compliance, safety, and warehouse productivity.

Warehouse Associate

Precision Components Inc. 📅 January 2024 - May 2025 📍 St. Petersburg, FL

Contributed significantly to steady warehouse operations as a team member responsible for managing inbound and outbound materials effectively.

- Supported the receipt and organized storage of products, optimizing flow in the warehouse.
- Operated forklifts and pallet jacks safely to maneuver materials efficiently, adhering to best practices.
- Participated in continuous enhancement projects targeting workflow optimization and inventory precision.
- Collaborated closely with production teams to ensure timely availability of materials critical to manufacturing demands.
- Regularly audited inventory levels creating actionable reports addressing any discrepancies uncovered.
- Attended sessions designed to bolster knowledge surrounding shipping and inventory controls within regulated industries.

Inventory Control Assistant

Optimal Logistics Solutions 📅 June 2023 - December 2023 📍 Clearwater, FL

Focused on maintaining accurate inventory records and improving shipping protocols to support professional teams. Promoted best practices and operational efficiency in day-to-day tasks.

- Conducted routine cycle counts and ensured all adjustments reflected accurately within the inventory system.
- Provided support in ship preparation by meticulously assembling packing lists and commercial invoices.

Document Preparation

Customer Service

Continuous Improvement

LANGUAGES

English Native

Spanish Proficient

MY CAREER



● Shipping & Inventory Clerk at Supply Chain Logistics (1.2 Years)

● Warehouse Associate at Precision Components Inc. (1.3 Years)

● Inventory Control Assistant at Optimal Logistics Solutions (6 Months)

- Cultivated attention to detail, enhancing data integrity throughout the supply chain processes involved.
- Worked alongside colleagues to refine shipping schedules that increased turnaround time significantly.
- Remaining proficient in compliance and safety expectations led to improved operational standards.
- Actively contributed insights during team discussions relative to enhancing warehouse success metrics.

LEADERSHIP & AWARDS

- Dean's List, Tampa High School (2021)
- Outstanding Student Award in Logistics (2022)

EDUCATION

High School Diploma

Tampa High School 🎓 GPA: 3.8 📅 2022 📍 Tampa, FL

Coursework: GPA, Coursework in Logistics Management, Supply Chain Principles, and Safety Regulations

CERTIFICATIONS

- Forklift Certification 📅 2025

TECHNICAL SKILLS

- **Warehouse Management Software:** MS Excel, Syspro, Oracle
- **Shipping Carriers:** UPS, FedEx, DHL
- **Handling Equipment:** Forklifts, Pallet Jacks, Hand Trucks
- **Inventory Control:** FIFO, LIFO, Cycle Counts
- **Compliance Standards:** ISO 9001, ITAR, OSHA
- **Documentation Skills:** Packing Lists, Bills of Lading, Invoices
- **Safety Procedures:** 5S, Risk Assessment, Safety Inspections
- **Operational Skills:** Problem Solving, Process Optimization, Time Management
- **Collaboration Tools:** Huddles, Team Meetings, Performance Reviews
- **Training Programs:** Onboarding, Safety Protocols, Best Practices

PROFESSIONAL AFFILIATIONS

- Member, National Logistics Association
- Volunteer, Local Food Bank

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST