

Ivan Thompson

☎ (813) 555-1234 ✉ ivan.thompson@email.com

🌐 linkedin.com/in/ivan-thompson 📍 Tampa, FL 33607

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

June 2025 - Present

Supply Chain Logistics

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

January 2024 - May 2025

Precision Components Inc.

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

June 2023 - December 2023

Optimal Logistics Solutions

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.
- 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

2022

Tampa High School GPA: 3.8

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

SKILLS

- | | | | |
|--------------------------|-----------------------|-------------------------|--------------------------|
| • Shipping & Receiving | • Attention to Detail | • Regulatory Compliance | • Document Preparation |
| • Inventory Management | • Safety Compliance | • Logistics Operations | • Customer Service |
| • ERP Systems (Syspro) | • Time Management | • Material Handling | • Continuous Improvement |
| • Microsoft Office Suite | • Team Collaboration | • Quality Control | |

PROFESSIONAL AFFILIATIONS

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

LANGUAGES

- English (Native)
- Spanish (Proficient)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST