

Jamie Wilson

Receiving Clerk

Efficient receiving clerk with four years' experience inspecting inbound shipments, verifying quantities, and processing receipts in high-volume warehouses. Known for accelerating check-in workflows and maintaining accurate records.

CONTACT



(012) 345-6789



jamie.wilson@example.com



LinkedIn | Portfolio



City, ST, 34567

KEY SKILLS

- Inbound inspection & verification
- WMS data entry
- Damage reporting & quarantine
- Pallet staging

EDUCATION

High School Diploma,
Central Valley High School, City,
ST | May 2015

PROFESSIONAL EXPERIENCE

RECEIVING CLERK | NATIONAL SUPPLY DEPOT , CITY, ST
JULY 2019 – PRESENT

- Inspect and unload 150+ pallets daily, verifying shipment contents against purchase orders with 99% accuracy
- Enter receipt data into WMS within 2 hours of delivery, reducing processing backlog by 50%
- Coordinate with quality control to flag and quarantine damaged goods, decreasing claim resolution time by 30%

WAREHOUSE ASSOCIATE | PRIME LOGISTICS, CITY, ST
MAY 2017 – JUNE 2019

- Assisted with pallet staging and shrink-wrapping for outbound orders, improving load preparation speed by 20%
- Conducted daily cycle counts in the receiving area, identifying and correcting inventory discrepancies
- Trained new hires on receiving procedures and safety protocols