

RA

Riley Anderson

Shipping & Receiving Clerk

Efficient shipping & receiving clerk with five years of experience coordinating inbound and outbound logistics. Skilled in carrier negotiations, documentation, and dock scheduling to ensure timely deliveries.

CONTACT



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LinkedIn | Portfolio



City, ST, 34567

KEY SKILLS

- Shipment scheduling
- Freight rate negotiation
- Documentation & compliance
- Dock workflow optimization
- Carrier coordination

PROFESSIONAL EXPERIENCE

SHIPPING & RECEIVING CLERK | GATEWAY LOGISTICS, CITY, ST
MAY 2019 – PRESENT

- Schedule and coordinate 60+ daily shipments, achieving a 98% on-time delivery rate.
- Negotiate freight rates with carriers, reducing shipping costs by 10% annually.
- Prepare BOLs and customs documentation, ensuring 100% compliance with regulations.

DOCK COORDINATOR | RAPID FREIGHT SERVICES, CITY, ST
FEBRUARY 2017 – APRIL 2019

- Managed inbound receiving for 1,000+ inbound pieces weekly, verifying condition and quantity.
- Streamlined dock workflows, cutting average loading times by 20%.
- Trained 6 new clerks on shipping software and safety procedures.

EDUCATION

- Associate of Applied Science, Supply Chain Management, High School Diploma, Lincoln High School | May 2016