(304) 555-0118 | russell.mcallister@example.com | Buckhannon, WV 12345

George Torres

Logistics Assistant

Logistics assistant with 3 years of experience coordinating up to 347 outbound shipments per month while processing shipping documents, scheduling carriers, and resolving tracking inquiries. Maintained a 99.25% inventory accuracy rate across 1,870 SKUs by performing weekly cycle counts and reconciling variances in Fishbowl Inventory.

EDUCATION

BS in Business Administration

West Virginia Wesleyan College, Buckhannon, WV
2019 – 2023

KEY SKILLS

- Fishbowl Inventory
- Microsoft Excel
- Barcode scanners
- Shipment tracking
- Incoterms
- Bill of lading preparation
- FIFO inventory methods
- Cycle counting
- Microsoft Outlook

PROFESSIONAL EXPERIENCE

Logistics Assistant | Tygart Valley Distribution LLC, Buckhannon, WV,
2024 – Present

- Maintained a 99.25% inventory accuracy rate across 1,870 SKUs by performing weekly cycle counts and reconciling variances in Fishbowl Inventory.
- Coordinated an average of 347 outbound shipments per month, scheduling pickups with LTL and full-truckload carriers and confirming delivery appointments.
- Processed 43 shipping documents daily, including bills of lading, packing slips, and proof-of-delivery forms, verifying weight and piece counts before release.
- Answered 18 carrier and customer phone inquiries per day, providing shipment status updates pulled from tracking systems.

Warehouse Clerk | Elk Creek Building Supply Co., Weston, WV,
2023 – 2024

- Processed an average of 27 shipping documents daily, entering order details and freight classifications into Microsoft Excel tracking sheets.
- Scanned inbound pallets with barcode scanners and updated inventory records, helping the team keep accuracy at 98.8% during quarterly audits.
- Assisted with coordinating 214 shipments per month by printing labels, staging orders on the dock, and confirming carrier arrival windows.