

Jasmine Patel

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SUMMARY

Detail-oriented Shipping Receiving Clerk with over 5 years of experience in logistics and supply chain management. Proven track record in improving operational efficiency and reducing shipping costs. Strong technical skills in inventory management systems and warehousing operations.

EXPERIENCE

Shipping Receiving Clerk

Jan 2022 - Present

ABC Logistics, Atlanta, GA

- Reduced shipping errors by 30% through implementation of a new inventory tracking system.
- Coordinated the receipt and dispatch of over 1,000 shipments monthly, ensuring timely delivery and accuracy.
- Trained new staff on warehouse safety protocols and operating procedures, improving onboarding time by 25%.

Warehouse Associate

Jun 2018 - Dec 2021

XYZ Distribution, Atlanta, GA

- Managed inventory control for over 5,000 SKUs, ensuring 98% accuracy in stock levels.
- Assisted in reducing delivery times by 15% through efficient routing and load planning.
- Participated in the implementation of a new warehouse management system that increased productivity by 20%.

Logistics Assistant

May 2016 - May 2018

LogiTech Solutions, Atlanta, GA

- Supported daily operations by processing shipping documentation, leading to a 10% reduction in processing time.
- Communicated with carriers and suppliers to resolve shipping discrepancies, improving customer satisfaction ratings by 15%.
- Maintained organized records of shipments and receipts to facilitate audits and inventory checks.

EDUCATION

Bachelor of Science in Supply Chain Management

May 2018

Georgia State University, Atlanta, GA • GPA: 3.7

SKILLS

Technical Skills: Inventory Management, Logistics Coordination, Data Entry, Quality Control

Tools & Frameworks: SAP, Oracle Warehouse Management, RFID Technology