Darnell Price

Receiving Clerk

darnell.price@email.com (678) 555-0124 McDonough, GA linkedin.com/in/darnellprice

Summary

Receiving Clerk with 2 years checking in 20+ inbound trucks a day at a home goods distribution center south of Atlanta. Matches every shipment to purchase orders, posts receipts in the WMS with RF scanners, and settles shortages and damage with vendors by Outlook and phone. Forklift certified, with attention to detail and practical problem-solving skills.

Experience

Receiving Clerk

10/2024 - Present

Peachtree Home Goods Distribution McDonough, GA

Home goods distribution center with 400,000 square feet and 220 employees.

- Receive **20+** inbound trucks a day, checking carton counts and condition against each purchase order.
- Record receipts in the WMS with RF scanners, reaching 99.6% receiving accuracy in the 2025 annual audit.
- Document shortages, overages and damage in Excel and email vendors through Outlook within 24 hours.
- Resolve 30+ purchase order mismatches a month with buyers, freeing held freight for put-away the same day.

Stock Clerk

06/2023 - 09/2024

Southern Crescent Hardware Stockbridge, GA

Independent hardware and farm supply store.

- Checked in 3 vendor deliveries a week and shelved stock in 22 aisles.
- Produced shelf labels in Microsoft Word for 400 new items during a store reset.
- Maintained the stockroom by location so staff could find overstock in under 2 minutes.
- Answered customer questions on the floor and walked shoppers to the right aisle.

Education

High School Diploma

05/2023

Eagle's Landing High School McDonough, GA

Skills

- Purchase Orders
- WMS
- RF Scanners
- Excel
- Microsoft Word
- Outlook
- Forklift
- Data Entry
- Attention to Detail
- Problem-Solving Skills

Certificates

Forklift Operator Certification

11/2024

National Safety Council

OSHA 10-Hour General Industry

03/2025

OSHA Outreach Training Program