Heather Novak

SHIPPING AND RECEIVING CLERK

Cleveland, OH (216) 555-0118 heather.novak@email.com linkedin.com/in/heathernovak

SUMMARY

Shipping and Receiving Clerk with 5 years on warehouse docks, now handling 25 inbound receipts and 90 outbound orders a day at a machined parts maker in Cleveland. Schedules freight, ships parcels through UPS WorldShip, and keeps inventory management records in Excel. Forklift certified and steady with attention to detail during month-end rushes.

SKILLS

UPS WorldShip • Purchase Orders • Bills of Lading • Inventory Management • Excel • Outlook
Microsoft Word • Forklift • Attention to Detail • Time Management Skills

EXPERIENCE

Shipping and Receiving Clerk

02/2023 - Present

Cuyahoga Precision Components

Cleveland, OH

Machined parts manufacturer with 180 employees.

- Receive about **25** deliveries a day, matching each to purchase orders before parts move to stock.
- Ship 90 orders a day through UPS WorldShip and 3 LTL carriers, with 99.7% on-time shipping in 2025.
- Create bills of lading, packing lists and certificates of conformance for 400+ shipments a month.
- Maintain inventory management records in Excel and Outlook, cutting count variances 35% in 18 months.

Shipping Associate

08/2021 - 01/2023

Lake Erie Supply Co.

Parma, OH

Janitorial and packaging supply distributor.

- Processed 60+ parcel orders a day, weighing and labeling each carton.
- Loaded delivery trucks for 4 local routes with a forklift in the correct stop order each morning.
- Recorded stock transfers in Microsoft Word and Excel logs for the warehouse manager.
- Organized the returns cage and cleared a 3-month backlog in 6 weeks.

EDUCATION

High School Diploma

06/2021

Parma Senior High School

Parma, OH

CERTIFICATES

Forklift Operator Certification

National Safety Council

09/2021

OSHA 10-Hour General Industry

OSHA Outreach Training Program

03/2023