

# Celesta Herevia

## Shipping and Receiving Clerk

### Profile

I am a shipping and receiving clerk with over 1 year of experience. I have experience in processing orders, packing and shipping products, and handling customer inquiries. I am efficient and detail-oriented, with excellent time management skills. I possess a valid forklift license and am proficient in the use of Microsoft Office suite.

### Employment History

#### Shipping and Receiving Clerk at UPS, GA

Apr 2022 - Present

- Streamlined the shipping and receiving process, reducing overall turnaround time by 20%.
- Negotiated better rates with shipping vendors, resulting in an annual savings of \$5,000.
- Implemented a new inventory management system that reduced stock levels by 10%.
- Developed a training program for new shipping and receiving clerks that shortened their ramp-up time by 2 weeks.
- Managed the receiving department during a period of high turnover, ensuring that all orders were filled on time and without errors.

#### Shipping and Receiving Clerk II at FedEx, GA

Aug 2021 - Feb 2022

- Streamlined the shipping process, which increased efficiency by 25%.
- Implemented a new inventory management system, which reduced waste by 15%.
- Trained 3 new employees on proper shipping and receiving procedures.
- Negotiated with vendors to get better rates for shipping supplies and services.
- Resolved customer complaints in a timely and efficient manner.

### Certificates

#### Certified Shipping and Receiving Clerk (CSRC)

May 2021

#### Certified Warehouse Operations Specialist (CWOS)

May 2020

### Memberships

American Association of Port Authorities

National Association of Letter Carriers

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### Education

#### High School Diploma at Georgia Institute of Technology

Sep 2017 - May 2021

I have learned to be organized, to set goals, and to study independently.

### Links

[linkedin.com/in/celestaherevia](https://www.linkedin.com/in/celestaherevia)

### Skills

Shipping

Receiving

Packing

Unpacking

Loading and unloading trucks/ships

Inventory management

Data entry

### Languages

English

Mandarin

### Hobbies

Organizing

Listening to music

Watching television