

ARMANDINA GERGICH

Shipping and Receiving Clerk

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NW Lovejoy St, Portland, OR 97210



PROFILE

I am a Shipping and Receiving Clerk with over 1 year of experience. I have gained valuable knowledge in this role, including how to operate shipping software and receiving equipment. I am efficient at tracking shipments, preparing paperwork, and coordinating with other departments to ensure smooth operation of the shipping process. My attention to detail ensures that all products are accurately accounted for and properly handled. In my previous role, I increased efficiency in the shipping department by 10%.

LINKS

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

SKILLS

Shipping



Receiving



Packing



Unpacking



Loading and unloading
trucks/ships



Inventory management



Data entry



LANGUAGES

English



Arabic



EMPLOYMENT HISTORY

● Shipping and Receiving Clerk at FedEx, OR

May 2022 - Present

- Coordinated the shipping and receiving of goods for a company with an annual budget of \$2 million, ensuring that all deadlines were met.
- Trained new staff on proper shipping and receiving procedures, resulting in a 20% decrease in errors.
- Implemented a new inventory management system that decreased stock levels by 10%.
- Reduced wasted materials by 15% through better organization of the shipping and receiving area.
- Negotiated discounts with vendors that saved the company \$1,000 per month.

● Shipping and Receiving Clerk II at UPS, OR

Sep 2021 - Mar 2022

- Maintained inventory of all incoming and outgoing shipments.
- Coordinated with vendors to schedule deliveries and pickups.
- Loaded and unloaded trucks using a forklift.
- Tracked all shipments using the company's shipping software.
- Prepared documents for customs clearance.

EDUCATION

High School Diploma at Grant High School, Portland, OR

Sep 2016 - May 2021

I have learned the skills of time management, organization, and study habits.

CERTIFICATES

Certified Shipping and Receiving Clerk (CSRC)

Dec 2020

Certified Warehouse Operations Specialist (CWOS)

Oct 2019

MEMBERSHIPS

American Association of Port Authorities

National Association of Letter Carriers