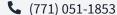


✓ <u>allina.fiano@gmail.com</u>



• 123 Main St, Manchester, NH 03102

#### Education

# High School Diploma at Portsmouth High School, Portsmouth, NH

Aug 2016 - May 2021

I've learned how to effectively communicate with others, how to manage my time wisely, and how to think critically.

## Links

linkedin.com/in/allinafiano

# Skills

Shipping

Receiving

Packing

Unpacking

Loading and unloading trucks/ships

Inventory management

Data entry

## Languages

English

Bengali

#### **Profile**

I have over 1 year of experience as a Shipping and Receiving Clerk. I am responsible for coordinating the receiving, shipping, and warehousing of materials in an efficient and effective manner. I have excellent communication skills and can work independently or as part of a team. I am organized and detail-oriented, with a strong focus on safety procedures.

## **Employment History**

## Shipping and Receiving Clerk at FedEx, NH

Apr 2022 - Present

- Negotiated with vendors to secure competitive rates for shipping services which saved the company \$2000 per month.
- Implemented a new inventory management system which reduced waste by 10%.
- Coordinated daily shipments of products to customers, ensuring that all orders were filled correctly and on time.
- Trained new employees in proper receiving and shipping procedures.
- Streamlined the packaging process which increased efficiency by 15%.

## Shipping and Receiving Clerk II at UPS, NH

Jul 2021 - Mar 2022

- Processed an average of 500 orders per day with 100% accuracy.
- Loaded and unloaded trucks by hand, averaging 10 tons per hour.
- Maintained inventory of shipping materials and supplies.
- Tracked incoming and outgoing shipments using computerized system.
- Assisted customers with questions and concerns in person, on the phone, or via email/chat.

#### **Certificates**

Certified Shipping and Receiving Clerk (CSRC)

Jun 2021

**Certified Warehouse Operations Specialist (CWOS)** 

Mar 2020

# Memberships

**American Association of Port Authorities** 

**National Association of Letter Carriers**