

Allina Fiano

Shipping and Receiving Clerk

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☎ (771) 051-1853
📍 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](https://www.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