

Malenda Kipfmiller

Shipping and receiving clerk

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☎ (318) 721-8643

📍 362 S 3rd St, Saint Charles,
MO 63301

Education

High School Diploma at Parkway West High School, Ballwin, MO

Aug 2017 - May 2021

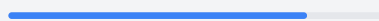
I've learned how to study for long periods of time, how to manage my time wisely, and how to stay organized.

Links

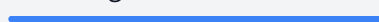
[linkedin.com/in/malendakipfmiller](https://www.linkedin.com/in/malendakipfmiller)

Skills

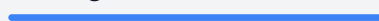
Shipping



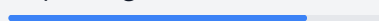
Receiving



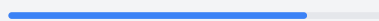
Packing



Unpacking

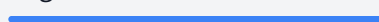


Loading and unloading trucks

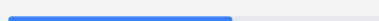


Languages

English



German



Hobbies

Organizing

Listening to music

Watching television

Profile

I am an experienced shipping and receiving clerk who has worked in the industry for over 1 year. I have a strong attention to detail and take pride in my work. I am efficient and accurate when completing tasks, and always follow through with any task that is assigned to me. My previous experience has taught me how to handle high-pressure situations and how to stay calm under pressure.

Employment History

Shipping and receiving clerk at FedEx, MO

May 2022 - Present

- Streamlined the shipping process, resulting in a 25% decrease in outgoing shipping costs.
- Implemented a new inventory management system, reducing stock levels by 10% and increasing accuracy by 15%.
- Negotiated better rates with major shipping carriers, saving an average of \$2000 per month.
- Developed and implemented a training program for new employees, reducing onboarding time by 50%.
- Resolved customer complaints in a timely manner, maintaining a 98% satisfaction rating.

Shipping and receiving clerk II at UPS, MO

Jul 2021 - Apr 2022

- Streamlined the shipping process, which resulted in a 25% decrease in outgoing shipping costs.
- Implemented a new inventory management system that reduced stock levels by 10%.
- Coordinated with suppliers to resolve delivery issues, resulting in a 95% on-time delivery rate.
- Trained 4 new employees on proper receiving and stocking procedures.
- Maintained accurate records of all incoming and outgoing shipments.

Certificates

Certified Shipping and Receiving Clerk (CSRC)

Feb 2021

Certified Warehouse Operations Specialist (CWOS)

Jul 2019

Memberships

American Society of Transportation and Logistics

National Association of Purchasing and Materials Management