

Latoi Lisac

Shipping and Receiving Clerk

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☎ (290) 907-8009
📍 4801 Woodward Ave, Detroit, MI 48201

Education

High School Diploma at Detroit Public Schools, Detroit, MI

Aug 2017 - May 2021

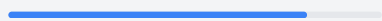
I've learned how to write and communicate effectively, how to think critically and solve problems, and how to plan and organize my work.

Links

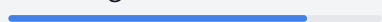
[linkedin.com/in/latoilisac](https://www.linkedin.com/in/latoilisac)

Skills

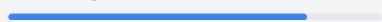
Shipping



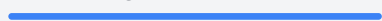
Receiving



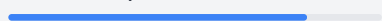
Packing



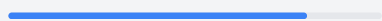
Unpacking



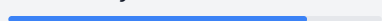
Loading and unloading trucks/ships



Inventory management

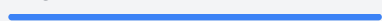


Data entry

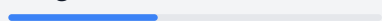


Languages

English



Bengali



Profile

Over 1 year of experience as a Shipping and Receiving Clerk. Handled all inbound and outbound shipments with accuracy and efficiency. Monitored inventory levels and restocked supplies when needed. Filed paperwork related to shipping documents, invoices, purchase orders, etc.

Employment History

Shipping and Receiving Clerk at FedEx, MI

Mar 2022 - Present

- Maintained accuracy of 98% or higher in daily shipping and receiving logs.
- Processed an average of 120 shipments per day.
- Loaded and unloaded trucks averaging 20-30 shipment per hour.
- Inspected all incoming shipments for damage and discrepancies.
- Worked with vendors to resolve any issues with damaged or missing items.

Shipping and Receiving Clerk II at UPS, MI

Aug 2021 - Feb 2022

- Reduced errors in shipping documents by 75% through improved organization.
- Implemented a new labeling system that reduced mislabeled packages by 50%.
- Negotiated with vendors to secure lower rates for shipping supplies, resulting in an annual savings of \$5,000.
- Coordinated with other departments to streamline the receiving process, reducing overall turnaround time by 20%.
- Resolved customer complaints regarding lost or damaged shipments within 24 hours 95% of the time.

Certificates

Certified Shipping and Receiving Clerk (CSRC)

Dec 2020

Certified Warehouse Operations Specialist (CWOS)

Jul 2019

Memberships

American Association of Port Authorities

National Association of Letter Carriers