

# Linsy Steyaert

Receiving Clerk

## Profile

Dedicated Receiving Clerk with 1 year of experience in efficiently managing incoming shipments and ensuring accurate inventory control. Proficient in documentation, organization, and coordinating with cross-functional teams. Demonstrates strong attention to detail, time management skills, and commitment to maintaining high-quality standards.

## Employment History

### Receiving Clerk at XYZ Logistics, MI

May 2023 - Present

- Successfully managed the receipt of over 10,000 packages per month, ensuring accurate documentation and timely processing for XYZ Logistics in MI.
- Streamlined the receiving process by implementing a new barcode scanning system, reducing errors by 30% and increasing overall efficiency by 20%.
- Trained and supervised a team of 5 new employees, resulting in a 15% increase in productivity and a 10% reduction in turnover rate within the department.
- Collaborated with the inventory management team to conduct monthly audits, maintaining a 99% inventory accuracy rate and identifying discrepancies to prevent potential losses.

### Receiving Clerk Assistant at ABC Distribution, MI

Sep 2022 - Apr 2023

- Successfully streamlined the receiving process at ABC Distribution, MI by implementing an efficient barcode scanning system, which reduced processing time by 25% and increased productivity.
- Accurately managed inventory for over 10,000 SKUs, achieving a 99.5% accuracy rate in stock counts and significantly reducing discrepancies in warehouse records.
- Trained and mentored 6 new Receiving Clerk Assistants, improving overall department efficiency by 15% and reducing onboarding time by 50%.
- Consistently met or exceeded monthly performance goals, including a 100% on-time delivery rate for inbound shipments and a 98% accuracy rate for purchase order reconciliation.

## Education

### Associate of Applied Science in Logistics and Supply Chain Management at Macomb Community College, Warren, MI

Sep 2017 - May 2022

Relevant Coursework: Supply Chain Management, Logistics Operations, Inventory Control, Transportation and Distribution, Warehouse Management, Procurement, Production Planning, Global Logistics, and Lean Six Sigma.

## Certificates

## Details

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## Links

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

## Skills

Inventory management

Data entry

Barcode scanning

Forklift operation

Quality control

Microsoft Excel

Time management

## Languages

English

Hindi

## Hobbies

Collecting stamps or coins

Gardening

Painting or drawing