

Reana Eberwein

Shipping and Receiving Clerk

Profile

I am a Shipping and Receiving Clerk with over 1 year of experience. In my previous role, I was responsible for the accurate and timely processing of incoming and outgoing shipments. I have experience in packing, labeling, and shipping items, as well as verifying the accuracy and condition of incoming shipments. I am familiar with all applicable safety regulations and have knowledge of both local and international shipping. I am capable of using data entry software and have an excellent eye for detail. I have proven myself to be an efficient employee, always meeting deadlines and exceeding expectations.

Employment History

Shipping and Receiving Clerk at FedEx, TN

Sep 2022 - Present

- Increased accuracy of shipped packages by 20% through introduction and implementation of a new shipment tracking system.
- Streamlined the receiving process, reducing time spent on incoming shipments by 15%.
- Developed an efficient inventory management system that reduced misplaced items from 5 to 1 per month.
- Received recognition for consistently meeting daily shipping goals with no errors or delays over 6 months period.

Shipping and Receiving Associate at UPS, TN

Sep 2022 - Aug 2022

- Processed an average of 250 packages per day, ensuring accuracy and strict adherence to UPS safety regulations.
- Streamlined shipping processes which resulted in a 20% reduction in errors due to mislabeling or incorrect paperwork.
- Developed training materials for new employees on how best to package items safely and efficiently according to company guidelines.
- Implemented inventory tracking system that improved efficiency by 35%, resulting in reduced costs associated with lost/damaged shipments.

Education

High School Diploma in Logistics and Supply Chain Management at Tennessee Technology Center at Memphis, TN

Aug 2018 - May 2022

Relevant Coursework: Logistics and Supply Chain Management, Business Math, Economics, and Business Communications.

Certificates

Certified Shipping and Receiving Professional (CSRP)

Oct 2021

Certified Logistics Associate (CLA)

Dec 2019

Memberships

Details

reana.eberwein@gmail.com

(465) 914-5003

Nashville, TN

Links

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

Skills

Inventory Management

Shipping/Receiving

Logistics

Data Entry

Quality Control

Attention to Detail

Time Management

Languages

English

German

Hobbies

Woodworking

Gardening

Cooking