

Shipping Clerk

Jeremiah Vaughn

Professional summary

Physically fit and dependable shipping clerk with forklift certification and experience in heavy goods logistics. Adept in safe equipment operation, inventory management, and meeting strict delivery schedules. Seeking to contribute to a team-driven warehouse environment while ensuring safety and operational efficiency.

Experience

Shipping Clerk / Forklift Operator

January 2019 - Now
Desert Industrial Supply / Phoenix, AZ

- Operate sit-down and stand-up forklifts to load and unload shipments efficiently.
- Maintain a clean, organized, and safe warehouse environment while ensuring compliance with OSHA regulations.
- Cross-train in receiving, inventory management, and order fulfillment to enhance team flexibility and productivity.
- Assist in the development of new safety protocols, reducing on-site incidents by 20%.

Warehouse Assistant

May 2016 - December 2018
Big Desert Hardware / Mesa, AZ

- Assisted in pulling inventory for daily shipments and restocking shelves.
- Coordinated and received deliveries, updating stock levels to ensure accuracy.
- Supported the inventory team in conducting monthly audits and reconciliations.
- Organized product storage, maximizing space usage and improving warehouse layout efficiency.

Volunteer Experience

Warehouse Volunteer

March 2020 - August 2025
Phoenix Community Outreach

- Volunteered weekly in the community warehouse to sort donated goods and organize inventory.
- Assisted with packing and labeling shipments for local distribution, ensuring timely deliveries.
- Helped mentor new volunteers on warehouse processes, safety standards, and equipment handling.

 (480) 219-6720
 jeremiah.vaughn@gmail.com
 United States, Phoenix, AZ

Education

Certifications

- **Forklift Certification (Stand-up, Sit-down)** – Updated 2024
- **First Aid & CPR Certified** – 2021
- **OSHA Forklift Safety Certified** – Issued 2020

Skills

Heavy-load shipping, order fulfillment, BOL processing	
Forklift safety and inspection, pallet jack operation	
UPS WorldShip, FedEx Ship Manager, warehouse management software	
OSHA compliance, safety training, accident prevention	
Strong physical endurance, load lifting, and staging	

Awards

-  Employee of the Year – Desert Industrial Supply, 2023
-  Top Performer Award – Big Desert Hardware, 2018