



MICHAEL ANDERSON

DISTRIBUTION COORDINATOR

CONTACT

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SKILLS

- supply chain logistics
- inventory management
- project coordination
- cost reduction
- vendor negotiation
- analytical reporting

LANGUAGES

- English
- Spanish
- French

EDUCATION

BACHELOR OF ARTS IN BUSINESS ADMINISTRATION, LOGISTICS CONCENTRATION, COLLEGE OF BUSINESS, 2016

ACHIEVEMENTS

- Increased shipment accuracy rates to 99% through improved tracking systems.
- Awarded 'Employee of the Month' for exceptional dedication and performance.
- Successfully reduced delivery delays by implementing a new scheduling system.

PROFILE

Accomplished and results-driven Distribution Coordinator with a solid foundation in supply chain logistics and inventory management, boasting over six years of progressive experience in the field. Possesses a keen understanding of warehouse operations, transportation logistics, and distribution processes. Known for exceptional analytical skills that drive efficiency and enhance service quality. Proven ability to manage multiple projects simultaneously while meeting tight deadlines and budget constraints.

EXPERIENCE

DISTRIBUTION COORDINATOR

FastTrack Logistics

2016 - Present

- Coordinated logistics operations for a fleet of over 50 delivery vehicles.
- Implemented cost-saving initiatives that resulted in a 15% reduction in freight expenses.
- Monitored inventory levels and initiated orders to maintain optimal stock levels.
- Developed training materials and conducted workshops for new hires in logistics processes.
- Collaborated with external vendors to negotiate favorable shipping rates.
- Generated monthly reports analyzing distribution performance and identifying trends.

LOGISTICS ASSISTANT

Eco-Friendly Logistics

2014 - 2016

- Supported the logistics team in daily operations and inventory management.
- Assisted in the coordination of inbound and outbound shipments.
- Maintained accurate records of shipments and inventory levels.
- Provided customer service support for shipping inquiries and issues.
- Participated in the development of a sustainability initiative to reduce packaging waste.
- Contributed to process documentation and standard operating procedures.