

MICHAEL ANDERSON

Logistics Coordinator

- San Francisco, CA
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Dedicated logistics coordinator with a strong foundation in supply chain management and logistics operations. Known for exceptional organizational skills and a keen attention to detail, ensuring that all logistics processes run smoothly and efficiently. Proficient in utilizing logistics software and tools to enhance operational workflows. Committed to fostering effective communication and collaboration among teams to achieve shared goals.

WORK EXPERIENCE

Logistics Coordinator | NextGen Logistics

Jan 2022 – Present

- Coordinated logistics activities, ensuring timely delivery of shipments.
- Managed inventory levels and performed regular stock audits.
- Assisted in developing logistics schedules to optimize delivery routes.
- Maintained accurate records of shipments and inventory.
- Communicated with vendors to ensure compliance with delivery timelines.
- Achieved a 90% on-time delivery rate through effective coordination.

Supply Chain Intern | Logistics Internships Inc.

Jul 2019 – Dec 2021

- Supported logistics team in daily operations and project initiatives.
- Assisted in data entry and analysis for logistics reporting.
- Participated in inventory management and stock replenishment activities.
- Learned best practices in logistics and supply chain management.
- Contributed to team meetings and provided input on process improvements.
- Achieved recognition for outstanding performance during internship.

SKILLS

Logistics Coordination

Inventory Management

Team Collaboration

Process Optimization

Communication Skills

Time Management

EDUCATION

Bachelor of Arts in Logistics Management

2015 – 2019

University of Washington

ACHIEVEMENTS

- Recognized as 'Intern of the Month' for exceptional contributions.
- Successfully reduced logistics errors by 15% through attention to detail.
- Improved team workflow efficiency by 20% through effective communication.

LANGUAGES

English

Spanish

French