



MICHAEL ANDERSON

Logistics Project Coordinator

Results-driven Port Planning Analyst with a strong focus on supply chain optimization and logistics management. Demonstrates a thorough understanding of port operations and the factors influencing efficiency and productivity. Known for employing quantitative analysis to develop actionable insights that drive strategic initiatives. Proven track record of enhancing operational performance through innovative solutions and process improvements.

CONTACT

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- San Francisco, CA

EDUCATION

Bachelor of Science in Supply Chain Management

Florida State University
2016-2020

SKILLS

- Supply Chain Optimization
- Data Analytics
- Project Coordination
- Stakeholder Communication
- Operational Assessments
- Process Improvements

LANGUAGES

- English
- Spanish
- French

WORK EXPERIENCE

Logistics Project Coordinator

2020-2023

Atlantic Shipping Co.

- Coordinated logistics projects aimed at optimizing cargo handling processes.
- Developed and maintained schedules for project timelines and deliverables.
- Engaged with suppliers and vendors to secure timely deliveries of goods and services.
- Utilized data analytics to assess project performance and identify areas for improvement.
- Facilitated communication between cross-functional teams to ensure project alignment.
- Prepared project reports for stakeholders, summarizing outcomes and recommendations.

Junior Port Analyst

2019-2020

Harbor Management Corp.

- Supported senior analysts in conducting operational assessments of port activities.
- Assisted in data collection and analysis for port performance metrics.
- Participated in project meetings to discuss operational strategies and improvements.
- Developed documentation for standard operating procedures to enhance efficiency.
- Collaborated with IT to improve data management systems for better reporting.
- Engaged with community stakeholders to promote port initiatives and benefits.

ACHIEVEMENTS

- Achieved a 20% reduction in cargo processing times through process enhancements.
- Recognized for exemplary performance in logistics project management.
- Contributed to a project that improved customer satisfaction ratings by 15%.