



Michael ANDERSON

SEA FREIGHT COORDINATOR

Proficient Sea Freight Coordinator with a comprehensive background in international logistics and transport management. Expertise in coordinating sea freight operations, ensuring compliance with international regulations, and optimizing shipping routes for efficiency. An analytical thinker with a solid foundation in data analysis, allowing for informed decision-making and strategic planning. Proven ability to manage multiple projects simultaneously while maintaining a high level of detail and organization.

CONTACT

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- 📍 San Francisco, CA

SKILLS

- international logistics
- document preparation
- vendor management
- risk assessment
- software proficiency
- teamwork

LANGUAGES

- English
- Spanish
- French

EDUCATION

**ASSOCIATE DEGREE IN LOGISTICS AND
SUPPLY CHAIN MANAGEMENT, PORT
CITY COMMUNITY COLLEGE**

ACHIEVEMENTS

- Successfully reduced shipping errors by 30% through process enhancements.
- Recognized for outstanding performance with a company award in 2020.
- Contributed to a project that cut shipping costs by 15% within a year.

WORK EXPERIENCE

SEA FREIGHT COORDINATOR

Maritime Logistics Experts

2020 - 2025

- Coordinated logistics for sea freight shipments, improving delivery timelines by 12%.
- Managed relationships with shipping vendors to ensure service reliability.
- Prepared shipping documentation and ensured compliance with customs regulations.
- Conducted risk assessments to identify potential shipping challenges.
- Utilized logistics software for tracking and reporting on shipments.
- Trained new hires on sea freight operations and compliance standards.

SHIPPING ASSISTANT

Logistics Worldwide

2015 - 2020

- Assisted in the preparation of shipping documents for international shipments.
- Monitored shipment progress and communicated updates to clients.
- Supported the logistics team in optimizing freight routes for cost efficiency.
- Maintained accurate records of all shipping transactions and documentation.
- Conducted follow-ups with carriers to ensure timely delivery.
- Participated in team meetings to discuss operational improvements.