



MICHAEL ANDERSON

Shipping Coordinator

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SUMMARY

Accomplished Shipping Coordinator with extensive expertise in logistics management and supply chain optimization. Demonstrated history of enhancing operational efficiencies through strategic planning and execution. Proficient in leveraging advanced software systems to streamline shipping processes, ensuring timely deliveries and compliance with regulatory standards. Proven ability to collaborate with diverse teams and manage vendor relationships effectively, resulting in cost reductions and improved service levels.

WORK EXPERIENCE

Shipping Coordinator Global Logistics Solutions

Jan 2023 - Present

- Managed daily shipping operations for over 200 shipments per week.
- Utilized SAP and Oracle systems to track inventory and shipments.
- Coordinated with freight carriers to negotiate rates and schedules.
- Implemented a new tracking system that improved delivery accuracy by 30%.
- Monitored compliance with international shipping regulations.
- Conducted regular training sessions for staff on best shipping practices.

Logistics Assistant Express Freight Services

Jan 2020 - Dec 2022

- Assisted in the preparation of shipping documentation for customs clearance.
 - Maintained records of shipments and inventory levels using proprietary software.
 - Collaborated with warehouse teams to optimize loading processes.
 - Facilitated communication between clients and shipping partners.
 - Resolved discrepancies in shipping invoices and inventory counts.
 - Participated in process improvement initiatives that enhanced operational workflows.
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EDUCATION

Bachelor of Science in Logistics and Supply Chain Management, University of California, 2016

Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** logistics management, inventory control, SAP, Oracle, communication, problem-solving
- **Awards/Activities:** Achieved a 20% reduction in shipping costs through vendor negotiation.
- **Awards/Activities:** Recognized as Employee of the Month for outstanding performance in logistics.
- **Awards/Activities:** Developed a training manual that increased team productivity by 15%.
- **Languages:** English, Spanish, French