



MICHAEL ANDERSON

SHIPPING COORDINATOR

CONTACT

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SKILLS

- supply chain logistics
- inventory management
- data analysis
- compliance
- team leadership
- negotiation

LANGUAGES

- English
- Spanish
- French

EDUCATION

BACHELOR OF ARTS IN BUSINESS ADMINISTRATION, UNIVERSITY OF TEXAS, 2017

ACHIEVEMENTS

- Successfully reduced shipping turnaround time by 15% through process re-engineering.
- Received commendation for excellence in customer service from top clients.
- Implemented a new system that increased shipment tracking accuracy to 98%.

PROFILE

Dynamic Shipping Coordinator with a robust background in supply chain logistics and inventory management. Expertise in orchestrating efficient transportation solutions that align with corporate objectives. Adept at utilizing data analytics to inform decision-making processes and drive operational improvements. Strong track record of fostering relationships with carriers and suppliers to enhance service delivery.

EXPERIENCE

SHIPPING COORDINATOR

TransGlobal Shipping

2016 - Present

- Directed shipping operations for a diverse portfolio of clients across multiple industries.
- Analyzed shipping routes to optimize delivery times and reduce costs.
- Facilitated the implementation of a new logistics software that enhanced tracking capabilities.
- Coordinated with customs brokers to ensure compliance with international laws.
- Prepared and presented monthly reports on shipping performance metrics.
- Managed a team of logistics personnel to ensure efficient workflow.

LOGISTICS COORDINATOR

Metro Freight Services

2014 - 2016

- Executed shipping schedules and monitored shipment progress.
- Collaborated with accounting to resolve billing discrepancies.
- Maintained accurate records of shipment documentation for audit purposes.
- Implemented a cost-saving initiative that reduced shipping delays by 25%.
- Trained new hires on shipping protocols and software usage.
- Conducted performance evaluations of shipping staff to enhance productivity.