

MICHAEL ANDERSON

Shipping Coordinator

- San Francisco, CA
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Highly organized Shipping Coordinator with a commitment to operational efficiency and quality assurance. Extensive experience in overseeing shipping operations, ensuring compliance with industry standards, and enhancing customer satisfaction. Proven ability to analyze shipping processes and implement improvements that streamline operations and reduce costs. Strong problem-solving skills enable effective resolution of shipping-related issues.

WORK EXPERIENCE

Shipping Coordinator | Premier Logistics Group

Jan 2022 – Present

- Oversaw daily shipping operations, managing both domestic and international shipments.
- Ensured compliance with shipping regulations and safety standards.
- Developed shipping schedules to optimize delivery timeframes.
- Collaborated with sales teams to align shipping with customer expectations.
- Conducted performance analyses to identify areas for operational improvement.
- Trained new employees on shipping best practices and compliance.

Logistics Support Specialist | Shipping Solutions Inc.

Jul 2019 – Dec 2021

- Provided logistical support for shipping operations, ensuring timely deliveries.
- Maintained accurate records of shipments and inventory.
- Assisted in the preparation of shipping documentation.
- Resolved client inquiries regarding shipping status and documentation.
- Collaborated with warehouse teams to facilitate order fulfillment.
- Participated in process improvement initiatives to enhance efficiency.

SKILLS

operational efficiency

quality assurance

compliance

problem-solving

client engagement

team collaboration

EDUCATION

Bachelor of Arts in Logistics Management

2019

University of Florida

ACHIEVEMENTS

- Improved shipping accuracy rates by 20% through process enhancements.
- Recognized for exceptional service delivery in logistics.
- Developed a training program that increased employee retention by 30%.

LANGUAGES

English

Spanish

French