

# MICHAEL ANDERSON

Trade Operations Assistant

- San Francisco, CA
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Detail-oriented Trade Operations Specialist with a strong background in managing trade processes and ensuring compliance with international regulations. Known for exceptional organizational skills and a keen eye for detail. Experienced in coordinating logistics, managing documentation, and facilitating communication between stakeholders. Committed to continuous professional development and remaining current with industry trends and regulations.

## WORK EXPERIENCE

### Trade Operations Assistant | Dynamic Trade Solutions

Jan 2022 – Present

- Assisted in the preparation and review of trade documentation for compliance.
- Coordinated with logistics providers to ensure timely delivery of shipments.
- Maintained accurate records of trade transactions and documentation.
- Supported senior trade specialists in audits and compliance checks.
- Communicated with clients regarding shipment statuses and documentation needs.
- Participated in training sessions to enhance trade knowledge and skills.

### Logistics Assistant | TransWorld Logistics

Jul 2019 – Dec 2021

- Provided administrative support for logistics operations and trade compliance.
- Assisted in tracking shipments and maintaining shipping schedules.
- Collaborated with team members to resolve logistics-related issues.
- Maintained documentation related to import/export activities.
- Communicated with vendors and clients to coordinate shipments.
- Participated in process improvement initiatives within the logistics team.

## SKILLS

trade documentation

logistics coordination

compliance support

organizational skills

stakeholder communication

process improvement

## EDUCATION

### Bachelor of Science in Supply Chain Management - Purdue University

2015 – 2019

2021

## ACHIEVEMENTS

- Recognized for outstanding performance with a 'Rising Star Award'.
- Contributed to a 15% improvement in documentation accuracy through diligence.
- Successfully assisted in a project that streamlined shipping processes by 10%.

## LANGUAGES

English

Spanish

French