



Phone: (555) 234-5678

Email: michael.anderson@email.com

Address: San Francisco, CA

Website: www.michaelanderson.com

## **EXPERTISE SKILLS**

- freight forwarding
- customs compliance
- international logistics
- risk assessment
- vendor management
- client relations

## **LANGUAGES**

- English
- Spanish
- French

## **CERTIFICATION**

- Bachelor of Arts in International Business, University of Miami, 2015

## **REFERENCES**

### **John Smith**

Senior Manager, Tech Corp  
john.smith@email.com

### **Sarah Johnson**

Director, Innovation Labs  
sarah.j@email.com

### **Michael Brown**

VP Engineering, Solutions Inc  
mbrown@email.com

# MICHAEL ANDERSON

## FREIGHT FORWARDING MANAGER

Innovative Transportation Specialist with a focus on freight forwarding and international logistics. Extensive experience in managing cross-border shipments and ensuring compliance with international trade regulations. Demonstrates a comprehensive understanding of customs procedures and documentation requirements. Proven ability to streamline operations through the adoption of technology and process improvements. Adept at fostering relationships with global partners to facilitate seamless logistics solutions.

## **PROFESSIONAL EXPERIENCE**

### **Global Logistics Corp.**

*Mar 2018 - Present*

Freight Forwarding Manager

- Managed end-to-end freight forwarding operations for international shipments.
- Negotiated rates with shipping lines and air freight carriers to optimize costs.
- Ensured compliance with customs regulations and documentation accuracy.
- Coordinated with suppliers and clients to manage shipment schedules.
- Conducted risk assessments and developed mitigation strategies for shipping delays.
- Trained team members on compliance and best practices in freight forwarding.

### **TradeLink Services**

*Dec 2015 - Jan 2018*

Logistics Coordinator

- Assisted in the coordination of import/export documentation and procedures.
- Monitored shipment status and communicated updates to clients.
- Utilized logistics software to track and manage inventory levels.
- Collaborated with customs brokers to expedite clearance processes.
- Resolved discrepancies in shipments through effective communication.
- Developed training materials for new employees on logistics protocols.

## **ACHIEVEMENTS**

- Achieved a 25% reduction in shipping costs through strategic carrier negotiations.
- Recognized as 'Employee of the Year' for outstanding contributions in 2020.
- Implemented a tracking system that improved shipment visibility by 40%.