

ENTRY-LEVEL LOGISTICS RESUME

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OBJECTIVE

Detail-oriented and motivated logistics professional with a solid foundation in supply chain management seeking an entry-level position as a logistics administrator. Possesses strong organizational skills, a keen eye for detail, and a commitment to optimizing operational efficiency.

EDUCATION

SPOKANE UNIVERSITY

Associate of Applied Science in Logistics and Supply Chain Management
GPA: 3.7/4.0

Spokane, WA
May 20XX

Relevant Coursework: Strategic Logistics Management, Global Supply Chain Operations, Supply Chain Analytics, Risk Management in Supply Chains

Dissertation Title: Assessing the Impact of AI on Inventory Management Optimization

EXPERIENCE

SUNRISE LOGISTICS

Logistics Intern

Vancouver, WA
Feb 20XX–June 20XX

- Assisted in managing inventory levels, ensuring stock availability while minimizing excess inventory
- Coordinated with 17 carriers to schedule shipments and track deliveries, maintaining communication with internal teams and external partners
- Analyzed transportation data to identify opportunities for cost savings and efficiency improvements
- Collaborated with 7 cross-functional teams to resolve logistics issues and ensure timely delivery of goods
- Conducted biweekly audits to verify inventory accuracy and identify discrepancies

CERTIFICATIONS

- Certified Logistics Associate (CLA)
- OSHA Forklift Operator Certification

SKILLS

- Inventory management
- Transportation coordination
- Data analysis
- Problem solving
- Team collaboration
- Customer service
- Time management
- Organizational skills

HOBBIES & INTERESTS

- Model building
- Geocaching
- Escape room games