

# LOGISTICS COORDINATOR RESUME

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*Process-oriented Logistics Coordinator with 8+ years of experience coordinating the efficient management of logistics, international shipping, voyages, and contracts. Instrumental in budget management, delivery tracking, and vendor coordination. Proven track record of reducing costs, improving efficiency, and streamlining logistics operations.*

## PROFESSIONAL EXPERIENCE

Logistics Coordinator  
**PAULSON & ASSOCIATES, DeForest, WI**  
*September 20XX–present*

- Coordinate the movement of goods, equipment, and trucks internationally and domestically, ensuring timely and safe delivery of logistics
- Play a key role as a member of container chartering team for 8+ contracts with a gross value exceeding \$47M annually
- Develop daily logistics movement and personnel reports for senior management and monitor the activities to ensure accuracy and efficiency
- Secure a biweekly \$400K high-profile account, resulting in achieving top 3% vendor compliance rating

Logistics Coordinator  
**WIDE RANGE LOGISTICS LLC, Loreauville, LA**  
*May 20XX–August 20XX*

- Collaborated with cross-functional staff throughout the department to ensure smooth running of all logistics operations
- Contracted various shipping companies to deliver clients with flexible and cost-effective shipping options with 99% on-time delivery of logistics
- Negotiated rates with carriers, industry brokers, and senior customer representatives, which enhanced profit margins by 15%
- Implemented effective solutions to resolve cargo- and voyage-related trading problems while maintaining 100% accuracy of contract documentation and database information

## EDUCATION

**UNIVERSITY OF HOUSTON, Houston, TX**  
*April 20XX*  
**BSc Supply Chain Management** – Honors: *summa cum laude* (GPA: 3.8/4.0)

## ADDITIONAL SKILLS

Proficient in MS Office (Word, Excel, and PowerPoint), 3PL, PkMS/Warehousing Management System, Database Management and YardView