

LOGISTICS RESUME EXAMPLE

By Resume Genius

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OBJECTIVE

Dedicated logistics professional with over 7 years of experience in optimizing supply chain operations. Proven track record of streamlining processes, reducing costs, and improving efficiency. Highly skilled in inventory management, transportation coordination, and team leadership.

RELEVANT SKILLS

Supply Chain Optimization

Cost Reduction

Problem Solving

Team Leadership

Data Analysis

Teamwork

Vendor Management

Inventory Management

PROFESSIONAL EXPERIENCE

LIGHTYEAR LOGISTICS, Centralia, PA

Logistics Administrator, September 20XX–Present

- Oversee daily logistics operations for a \$10 million inventory, ensuring timely delivery of goods to clients
- Implemented a new inventory tracking system, reducing discrepancies by 25% and saving \$50,000 annually
- Coordinate transportation logistics, negotiating contracts with carriers to optimize costs and delivery schedules
- Lead a team of 5 logistics coordinators, providing training and guidance to improve efficiency and customer service
- Analyze data to identify trends and opportunities for process improvement, resulting in a 15% reduction in shipping errors

MAX TRANSPORT, Centralia, PA

Logistics Coordinator, June 20XX–August 20XX

- Managed inbound and outbound shipments, maintaining accurate records and ensuring compliance with federal and state regulations and company policy
- Developed and maintained relationships with 47 key vendors, negotiating favorable terms and resolving issues promptly
- Coordinated with warehouse staff to ensure accurate picking, packing, and shipping of orders
- Implemented cost-saving measures, including route optimization and consolidation of shipments, saving \$30,000 annually
- Conducted regular inventory audits, identifying and resolving discrepancies to maintain inventory accuracy

EDUCATION

UNIVERSITY OF PITTSBURGH, Pittsburgh, PA

Bachelor of Science, Global Supply Chain Management, May 20XX

Honors: *cum laude* (GPA: 3.6/4.0)