

LOGISTICS SPECIALIST RESUME

Detail-oriented logistics professional with a passion for optimizing supply chain operations. Skilled in data analysis, process improvement, and problem-solving. Seeking a position as a logistics specialist to contribute to the efficiency and success of a dynamic logistics team.

PROFESSIONAL EXPERIENCE

August 20XX–Present

GLOBAL LOGISTICS SOLUTIONS, Okay, OK

Logistics Specialist

- Analyze transportation data to identify trends and opportunities for cost savings, saving \$50,000
- Assist in developing reports and dashboards to visualize key performance indicators
- Conduct research and gather data to support logistics decision-making processes
- Collaborate with 5 cross-functional teams to improve supply chain efficiency
- Participate in process improvement initiatives to streamline logistics operations

July 20XX–August 20XX

GREENVILLE MANUFACTURING, Broken Bow, OK

Supply Chain Coordinator

- Coordinated 150+ inbound and outbound shipments, ensuring on-time delivery to customers
- Managed inventory levels to prevent stockouts and excess inventory
- Utilized ERP systems to track inventory movements and generate reports
- Communicated with suppliers and carriers to resolve logistics issues
- Implemented process improvements to increase efficiency (by 7.4%) in the supply chain

CERTIFICATIONS

- APICS Certified in Logistics, Transportation, and Distribution (CLTD)
- Tableau Desktop Specialist

EDUCATION

May 20XX

OKLAHOMA STATE UNIVERSITY, Stillwater, OK

Bachelor of Science in Business Administration

(concentration: Supply Chain Management),

Honors: *cum laude* (GPA: 3.7/4.0)

ADDITIONAL SKILLS

- Data analysis
- Supply chain management
- Problem solving
- Process improvement
- Microsoft Excel
- Time management
- Communication skills