

[Full Name]

[City, State] | [email@example.com] | [Phone Number] | [LinkedIn URL]

PROFESSIONAL SUMMARY

Detail-oriented **Logistics Coordinator** with [X+] years of experience managing domestic and international shipments, optimizing transportation plans, and coordinating with carriers and warehouses. Proven track record of reducing freight costs, improving on-time delivery performance, and maintaining accurate documentation in fast-paced environments. Adept at using **TMS/WMS systems**, analyzing data to drive process improvements, and collaborating cross-functionally with operations, procurement, and customer service teams. Known for strong problem-solving skills, clear communication, and the ability to manage multiple priorities under tight deadlines.

PROFESSIONAL EXPERIENCE

[Logistics Coordinator] | [ABC Distribution Company]

[MM/YYYY] – Present | [City, State]

- Coordinated daily outbound and inbound shipments using [Transportation Management System (TMS) Name], scheduling pickups/deliveries and consolidating loads to reduce freight spend by [X%] while maintaining service levels.
- Monitored shipment status and proactively resolved exceptions (delays, damages, accessorial issues) by collaborating with [carriers, warehouses, and customer service], achieving an on-time delivery rate of [X%+] for key accounts.
- Prepared and maintained accurate shipping documentation, including [BOLs, packing lists, export documents, and customs paperwork], ensuring [100%] compliance with internal policies and regulatory requirements.

[Logistics Assistant / Logistics Coordinator] | [Global Manufacturing Inc.]

[MM/YYYY] – [MM/YYYY] | [City, State]

- Supported daily logistics operations by updating order status, tracking shipments through [carrier portals/TMS], and communicating delivery ETAs to internal stakeholders and external customers.
- Assisted in planning and optimizing routes for [LTL/FTL] shipments, coordinating with [3PL providers] to balance cost and transit time, contributing to a [X%] reduction in average freight cost per unit.
- Maintained accurate inventory and shipment records in [WMS/ERP system name], reconciling discrepancies with the warehouse team and generating weekly logistics performance reports for management review.

EDUCATION

[Bachelor of Science in Supply Chain Management] | [University Name]

[MM/YYYY] – [MM/YYYY] | [City, State]

- Relevant coursework: [Logistics Management], [Operations Management], [International Trade], [Transportation Systems], [Data Analysis for Business].

[Certification in Logistics / APICS CLTD / CSCMP Certification] | [Issuing Organization]

[MM/YYYY] – [MM/YYYY]

- Focus on [transportation planning, warehouse operations, inventory control, and global logistics best practices].

SKILLS

Logistics & Operations: [Shipment coordination], [Domestic & international freight], [LTL/FTL], [Route optimization], [Carrier management], [3PL coordination]

Systems & Tools: [Transportation Management Systems (TMS)], [Warehouse Management Systems (WMS)], [ERP (e.g., SAP/Oracle)], [MS Excel (VLOOKUP, pivot tables)], [Carrier tracking portals]

Documentation & Compliance: [Bills of Lading (BOL)], [packing lists], [incoterms], [customs/export documents], [freight claims], [regulatory compliance]

Data & Analysis: [Freight cost analysis], [KPI reporting], [on-time performance tracking], [capacity planning], [basic forecasting]

Communication & Coordination: [Cross-functional collaboration], [vendor and carrier negotiation], [customer updates], [issue escalation and resolution]

Organization & Time Management: [Multi-shipment prioritization], [deadline management], [workflow planning], [attention to detail] in high-volume environments

Soft Skills: [Problem-solving], [adaptability], [teamwork], [professional email and phone etiquette], [continuous improvement mindset]

PROJECTS

[Freight Cost Optimization Initiative] | [ABC Distribution Company]

[MM/YYYY] – [MM/YYYY]

- Analyzed historical shipment data from [TMS/ERP] to identify consolidation opportunities and underutilized carriers, recommending changes to routing guides and carrier selection.
- Implemented new load-building rules and shipment scheduling practices with the operations team, contributing to a [X%] reduction in average freight cost and improved trailer utilization.

[On-Time Delivery Improvement Project] | [Global Manufacturing Inc.]

[MM/YYYY] – [MM/YYYY]

- Tracked and reported on-time delivery KPIs by lane and carrier, highlighting recurring delay patterns and root causes to management.
- Collaborated with [carriers, warehouse supervisors, and customer service] to adjust pickup windows, cut-off times, and communication protocols, resulting in an on-time performance improvement from [X%] to [Y%].