

# LOGISTICS

(555) 555-5555; Clever.Name@gmail.com

Logistics Professional with over 13 years of experience in inventory, supply chain management and logistics with a background in creating, developing, and implementing programs to achieve corporate goals. Utilized superior leadership skills, improving customer relationships and saving over \$100,000 in contract discrepancies. Areas of expertise include:

- Strategic Planning
- Contracts and Negotiation
- Warehousing
- Inventory Management
- Distribution Management
- Inventory Control Processes

## PROFESSIONAL EXPERIENCE

*Shipping, Inc.*

Anytown, KS

**Logistics Manager**

August 2008 - Present

- Manage a 200,000 square foot warehouse and 55 hourly- and professional-level employees
- Develop short term and long term strategies for entering new markets; achieve goal of seven new markets within the fiscal year, including five new global markets
- Negotiate new contracts with existing vendors, increasing revenue by up to 18%
- Create new-hire orientation presentation and train all new employees on government and company compliance
- Implemented a new occupational, health and safety program and reduced medical leave requests by 5%

*Logistics USA*

Anytown, KS

**Inventory Control Analyst**

June 2003 – August 2008

- Minimized inventory levels by 20%, which resulted in a savings of \$10,000
- Processed requisitions effectively and efficiently within 24 hours
- Maintained detailed stock records showing receipts and issuances
- Audited inventory counts to ensure accurate levels
- Analyzed data and identified an issue that resulted in cost savings of \$5,000
- Developed and implemented plans to optimize inventory costs and customer service goals, which resulted in an average customer satisfaction rating of 4.3 out of 5.0, a 2.0 increase over previous ratings

*Electronics Company, Inc.*

Anytown, FL

**Inventory Specialist**

February 1999 - April 2003

- Organized warehouse goods and maintained physical inventory records
- Formatted and provided daily and weekly inventory status reports to leadership
- Identified discrepancies totaling \$7,000 through the reconciliation of inventory counts
- Received shipment of supplies by verifying shipment against bill of landing and purchase order
- Communicated with vendors and/or purchasing agents to ensure appropriate levels of inventory

**EDUCATION**

Embry-Riddle Aeronautical University, Worldwide, Daytona Beach, FL

**Master of Science, Logistics and Supply Chain Management**

GPA: 4.0; December 2012

Embry-Riddle Aeronautical University, Worldwide, Daytona Beach, FL

**Bachelor of Science, Technical Management – Logistics; Minor: International Relations**

GPA: 3.67; Dean's List; December 2008

Any State College, Anytown, KS

**Associate of Science, Business Administration**

GPA: 3.82; President's List; May 2007

**TRAINING/CERTIFICATIONS**

- Professional Designation in Logistics and Supply Chain Management (PLS), American Society of Transportation and Logistics
- International Air Cargo Management Certificate (IACMC) Program, Embry-Riddle Aeronautical University
- Certification in Logistics, Embry-Riddle Aeronautical University
- OSHA, Hazmat Training
- Private Pilot Rating, 250 Total Hours

**COMPUTER SKILLS**

Microsoft Office: Word, Excel, Visio, Access, Project, PowerPoint, Outlook; PeopleSoft

**MEMBERSHIPS**

Council of Supply Chain Management Professionals, Member

Alpha Sigma Lambda National Honor Society, Member

Aircraft Owners and Pilot Association, Member