

Professional Experience

Logistics Specialist

Bio-Med Inc., Los Angeles, CA | May 2021 – Present

- Coordinate shipping and receiving processes for a biomedical company, including scheduling drivers, analyzing shipments, and managing inventory valued at \$200K
- Identify process improvement opportunities to reduce shipment delays and improve efficiency, resulting in a 95% on-time delivery rate
- Track national and international shipments, analyze KPIs, coordinate warehouse operations, and interface with vendors
- Create weekly reports for senior leadership on shipments and issues and conduct data entry into the ERP system

Education

Bachelor of Science (B.S.) Logistics

University of California, Los Angeles, CA | September 2017 - May 2021
GPA: 3.8

Coursework

- Logistics Management
- Supply Chain Strategy
- Global Procurement
- Inventory Management

Certifications

- APICS Certified Logistics, Transportation and Distribution (CLTD), Expected 2022

Jared Austin

123 Your Street,
Los Angeles, CA 12345
jaredaustin@example.com
(123) 456-7890

A Logistics Specialist with entry-level experience, specializing in fleet management, shipping and receiving, ERP systems, and inventory control. Adept at driving continuous improvements to enhance operational efficiency and improve customer delivery times.

Key Skills

- Logistics
- Warehouse Operations
- Fleet Management
- Shipping and Receiving
- Process Improvement