
Logistics Administrator Resume

Job Objective

Logistics Administrator with excellent skills and the ability to work independently or as a team member seeking position with well established organization.

Highlights of Qualifications:

- Remarkable experience working in logistics administration position
 - Huge knowledge of Warehousing and Store Management
 - Deep knowledge of Export Controls and licensing
 - Familiarity with SAP and warehouse distribution software
 - Amazing ability to deal with difficult situations
 - Solid organizational and communication skills
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Professional Experience:

Logistics Administrator
TNT Logistics, Colorado Springs, CO
November 2007 – Present

- Managed direct import and stateside purchase orders.
- Executed coordination of incoming shipments.
- Conducted warehouse stock and inventory tracking.
- Aided accounts and logistics related queries.
- Assisted national administration team.

Logistics Administrator
URS Corporation, Colorado Springs, CO
December 2003 – October 2007

- Managed complete supplier contact database.
 - Established scheduled window time changes.
 - Generated packaging surveys and maintained AS400 supplier data.
 - Maintained Excel part packaging additions spreadsheets.
 - Coordinated between supplier base and logistics.
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Education:

Bachelor's Degree in Logistics Management
Temple College, Temple, TX

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