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## Logistics Coordinator Resume

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### Job Objective

To obtain a Logistics Coordinator position that will promote growth, stability and opportunity for advancement.

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### Work Experience:

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Logistics Coordinator, May 2004 – Present  
Max, Bloomsburg, PA

- Prepared and shipped merchandise for customer shipments.
- Received and unloaded incoming freight.
- Updated and maintained physical and perpetual inventory.
- Utilized inventory management systems.
- Analyzed data to monitor performance and planned improvements.
- Reviewed logistical problems and recommended solutions.
- Possessed a commitment to quality and continuous enhancements.

Logistics Coordinator, March 2002 – April 2004  
Mciro,inc., Bloomsburg, PA

- Identified equipment and supplies from internal and external sources to complete orders.
  - Coordinated equipment servicing and repairs in the shop and field.
  - Performed monthly inventory cycle counts and annual physical inventory.
  - Responded to incoming customer calls to address equipment, service and contract issues.
  - Provided timely review of service related paperwork to determination eligibility for billing when required.
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### Summary of Qualifications:

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- Sound knowledge of Shipping, receiving and logistics
  - In-depth knowledge of inventory management process
  - Ability to succinctly exchange information in a formal meeting environment
  - Strong problem solving ability with personal and business maturity
  - Exceptional ability to prioritize multiple daily tasks to ensure work is completed with minimal supervision
  - Ability to communicate professionally and effectively with customers
  - Ability to prioritize time effectively and work well under pressure
  - Excellent communication skills, both written and verbal
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### Education:

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Bachelor's Degree in Logistics, Philander Smith College, Arkansas, AR

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