

First Name Last Name

123 Main St Anywhere, USA • (XXX) XXX-XXXX • firstnamelastname@domain.com

EDUCATION

XXXX University

Anywhere, USA

Bachelor of Science

May 2014

Major: Biological Science

Minor: Chemistry

SKILLS

- Microsoft Office
- Superior Phone Manners
- Negotiation
- Customer Service

WORK EXPERIENCE

Logistics Coordinator

November 2016-present

XXX 3PL

Anyplace, USA

- Continually analyze the shipping market to determine freight rates, ensuring competitiveness within the marketplace
- Maximize profit by effectively negotiating with carriers to agree to rates with at least 15% margin
- Build and maintain relationships with carriers for certain lanes to ensure a high level of customer service
- Continually placing top third in company in loads covered and margin percentage

Sales Professional

2015-2016

Kia Dealership

Anyplace, USA

- Top Salesman for the month of January 2016
- Maximized dealership sales by consistently achieving sales quotas of 10 cars monthly
- Developed unique sales strategies to manage time wisely and assist customers in a professional and courteous manner
- Maintained strong and extensive knowledge of the Kia brand and vehicle inventory to provide the best customer service experience
- Demonstrated negotiation skills to close deals and drive profitability for the dealership

Shipping/Receiving Clerk

July 2014-2015

Environmental Science Lab

Anyplace, USA

- Coordinated the logistics of over 500 bottles and 600 coolers monthly used for scientific analysis
- Tracking department chemicals using Excel and LIMS Element database for 6 departments
- Developed strong working relationships between department heads and Project Managers to ensure timely delivery of services
- Stored and registered hazardous chemicals according to OSHA guidelines

Summer Staff Intern

May-July 2009 & 2010

Non-Profit Mission Trip Organization

Anyplace, USA

- Facilitated learning experience for over 1,000 middle and high school aged youth through faith-based community service
- Engaged in reflective time with youth to encourage learning and personal growth
- Provided management and oversight at work sites to provide continuity and ensured that the quality of work was satisfactory
- Implemented new ideas, provided feedback, and criticism whenever needed at weekly evaluation meetings