



Irving Harlow

Logistics Specialist

Logistics specialist with 6 years of experience in freight auditing, carrier negotiation, and vendor performance management across multi-carrier supply chains. Reduced shipping costs by 35.1% by auditing invoices, consolidating regional freight lanes, and renegotiating rate agreements with carriers. Holds a Certified in Planning and Inventory Management credential and works daily in SAP, NetSuite ERP, and UPS Worldship.

CONTACT INFORMATION



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Cadillac, MI 12345

EDUCATION

BBA, Supply Chain Management
Western Michigan University,
Kalamazoo, MI
2016 - 2020

KEY SKILLS

- SAP
- NetSuite ERP
- UPS Worldship
- Microsoft Excel
- IATA Shipping Regulations
- Carrier Rate Negotiation
- Freight Audit and Payment
- Vendor Performance Management
- Demand Planning
- Inventory Control

PROFESSIONAL EXPERIENCE

Logistics Specialist | Manistee River Supply Co., Cadillac, MI
2023 - Present

- Reduced shipping costs by 35.1% by auditing parcel and ground invoices, consolidating 7 regional freight lanes, and renegotiating rate agreements with 4 carriers.
- Resolved an average of 37 customer issues per week by investigating shipment discrepancies, coordinating replacement orders, and issuing credit memos within 48 hours.
- Managed relationships with 26 vendors, reviewing quarterly performance scorecards and holding monthly calls to align lead times with production schedules.
- Presented proposed carrier solutions to management through written proposals and oral briefings, resulting in contract awards that saved \$4,340 per month in fuel surcharges.

Logistics Specialist | Boardman Creek Freight Services, Traverse City, MI
2021 - 2023

- Cut shipping costs by \$3,290 per month by switching 3 high-volume lanes from expedited air to a 2-day ground service without affecting delivery windows.
- Maintained active vendor relationships with 19 subcontractors, developing performance specifications and serving as the liaison between carriers and internal operations.
- Addressed 28 customer issues per week by tracing orders in SAP and providing resolution updates within 3 hours of initial contact.
- Protected proprietary pricing and routing data by enforcing access controls on shared drives and restricting vendor portal permissions to authorized personnel.

Logistics Coordinator | Pine Lake Distribution Group, Cadillac, MI
2020 - 2021

- Managed subcontractor pickup schedules for 14 vendors, confirming appointment windows and dock assignments in NetSuite ERP each morning.
- Resolved 18 customer issues per week involving short shipments and mislabeled freight, cutting average response time from 6 hours to 2.5 hours.
- Generated UPS Worldship labels and verified weights for 83 outbound parcels per day, maintaining IATA shipping regulation compliance for hazardous materials.

CERTIFICATIONS

- Certified in Planning and Inventory Management, ASCM | 2022