



Pedro Rocha

Logistics Planner

Logistics professional with 6 years of experience in freight scheduling, demand planning, and safety compliance across distribution and freight operations. Supervised teams of up to 11 members handling receiving, inventory control, and dispatch while collaborating with sales and procurement departments to allocate materials during seasonal surges, preventing \$7,540 in expedited freight charges. Holds a Certified in Logistics, Transportation and Distribution credential and works daily in SAP and Microsoft Excel.

CONTACT INFORMATION

-  (207) 555-0111
-  pedro.rocha@example.com
-  Skowhegan, ME 12345

EDUCATION

BS Business Administration
University of Maine, Orono, ME
2016 – 2020

KEY SKILLS

- SAP
- Microsoft Excel
- NetSuite ERP
- Inventory Allocation
- IATA Shipping Regulations
- Cross-functional Coordination
- Demand Planning
- Freight Scheduling
- Safety Compliance
- Customer Relationship Management

PROFESSIONAL EXPERIENCE

- **Logistics Planner, Kennebec Valley Distribution Partners, Skowhegan, ME**
2023 – Present
 - Raised the customer satisfaction score for 3 key accounts from 81 to 93 by redesigning order status communication and proactive shortage alerts.
 - Supervised 11 logistics team members across receiving, inventory control, and dispatch functions, conducting weekly performance reviews.
 - Reduced safety incidents from 4 per quarter to 1 by introducing PPE audits and forklift inspection checklists.
 - Collaborated with sales and procurement departments to allocate materials during seasonal demand surges, preventing \$7,540 in expedited freight charges over 9 months.
- **Logistics Specialist, Pine State Freight Solutions LLC, Waterville, ME**
2021 – 2023
 - Directed allocation of finished products for 174 SKUs, coordinating with production and warehouse teams to maintain stock availability.
 - Supervised 7 logistics team members handling inbound and outbound freight scheduling across 3 loading docks.
 - Maintained a customer satisfaction score of 89 across 46 active accounts by providing same-day ETA updates through SAP.
 - Lowered quarterly safety incidents from 5 to 2 by leading monthly safety briefings and updating material handling procedures.
- **Logistics Coordinator, Moosehead Supply Group, Augusta, ME**
2020 – 2021
 - Built and maintained relationships with customer operations managers at 18 accounts, resolving material availability questions within 4 hours.
 - Tracked shipment movements in SAP and Microsoft Excel, flagging delays to account contacts within 45 minutes of carrier notification.
 - Assisted the logistics manager in supervising 6 team members during peak holiday volume, keeping safety incidents at 0 for 2 consecutive quarters.

CERTIFICATIONS

- Certified in Logistics, Transportation and Distribution, ASCM, 2022