

SUSAN MOORE

Logistics Coordinator

CONTACT INFORMATION

(509) 555-0111

dana.falk@example.com

Ellensburg, WA 12345

KEY SKILLS

- SAP
- Tableau
- Microsoft Excel
- Carrier Rate Negotiation
- Freight Classification
- Incoterms
- Procurement Workflow Management
- LTL and Truckload Coordination
- KPI Reporting
- Barcode Scanners

CERTIFICATIONS

- Certified Supply Chain Professional, ASCM, 2022

ABOUT ME

Logistics coordinator with 6 years of experience managing carrier relationships, procurement workflows, and freight cost analysis using SAP, Tableau, and Microsoft Excel. Cut annual shipping costs by $87,160 by renegotiating LTL and full-truckload rates with 27 carriers. Holds the Certified Supply Chain Professional credential from ASCM and a BS in Business Administration with a supply chain specialization.

PROFESSIONAL EXPERIENCE

Logistics Coordinator

Yakima Basin Supply Group, Ellensburg, WA | 2023 - Present

- Shortened procurement cycle time from 12 days to 5 days by batching vendor quotes weekly and routing purchase order sign-offs through a single approver in SAP.
- Negotiated LTL and full-truckload rates with 27 carriers, lowering annual shipping costs by $87,160.
- Coordinated daily inbound and outbound dock schedules, maintaining relationships with 34 active carriers across the Pacific Northwest.

Shipping Coordinator

Kittitas Creek Distribution Co., Yakima, WA | 2021 - 2023

- Built weekly carrier performance dashboards in Tableau, tracking transit times and cost-per-pound for 23 regional and national providers.
- Cut procurement cycle time by 3 days for rush orders by pre-qualifying backup suppliers and maintaining standing purchase agreements.
- Reduced annual freight spend by $63,410 by shifting 18 high-volume lanes from spot pricing to contracted rates.
- Maintained active relationships with 29 carriers, conducting quarterly business reviews that set service-level targets for the following period.

Logistics Assistant

Snoqualmie Ridge Warehousing LLC, Cle Elum, WA | 2020 - 2021

- Processed receiving paperwork and logged inbound freight into SAP, verifying quantities against purchase orders for an average of 47 receipts per day.
- Assisted the logistics coordinator in vetting 14 new carrier accounts, collecting insurance certificates and safety records within 48 hours per request.
- Generated monthly cost reports in Microsoft Excel that tracked shipping expenses across 11 carrier accounts totaling $271,800 per quarter.

EDUCATION

BS Business Administration

Central Washington University, Ellensburg, WA | 2016 - 2020