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Steven Hall

Senior Logistics Coordinator

Logistics professional with 12 years of experience spanning order processing, carrier scheduling, and cross-functional supply chain planning using SAP, Tableau, and Microsoft Excel. Decreased operational errors by 26.37% across 3 distribution points by standardizing load-verification checklists and training dock staff on RFID scanning procedures. Reduced average delivery lead time from 8.2 days to 4.8 days by consolidating regional shipments and aligning carrier pickup schedules with warehouse staging windows.

CONTACT INFORMATION

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KEY SKILLS

- SAP
- Tableau
- Microsoft Excel
- RFID inventory tracking
- Barcode scanning systems
- Incoterms
- LTL freight coordination
- Carrier scheduling
- KPI reporting
- Cross-functional planning

PROFESSIONAL EXPERIENCE

SENIOR LOGISTICS COORDINATOR | OWL CREEK VALLEY LOGISTICS INC., RIVERTON, WY
2020 – PRESENT

- Reduced average delivery lead time from 8.2 days to 4.8 days by consolidating regional shipments and aligning carrier pickup schedules with warehouse staging windows.
- Shortened order processing cycle time from 4.6 days to 2.1 days by automating status updates and approval workflows in SAP.
- Decreased operational errors by 26.37% across 3 distribution points by standardizing load-verification checklists and training dock staff on RFID scanning procedures.
- Coordinated cross-functional planning meetings with purchasing, sales, and warehouse teams each week to align outbound schedules with inbound receipt timing.

LOGISTICS COORDINATOR | WIND RIVER RANGE SUPPLY CO., LANDER, WY
2016 – 2020

- Cut delivery lead time by 2.7 days on 6 high-volume lanes by shifting from single-carrier assignments to a pooled dispatch model.
- Reduced order processing cycle time from 5 days to 3.3 days by eliminating duplicate data entry steps and building automated exception alerts in Microsoft Excel.
- Lowered operational errors by 19.74% in outbound staging by introducing barcode-verified pick confirmation at each packing station.
- Generated weekly transit-performance reports in Tableau, comparing planned versus actual delivery windows for 148 active shipping lanes.

LOGISTICS ASSISTANT | FREMONT PEAK DISTRIBUTION GROUP, CASPER, WY
2014 – 2016

- Supported order processing by entering shipment details into SAP and verifying weights and piece counts, maintaining a cycle time of 1.8 days for standard orders.
- Identified and corrected an average of 9 operational errors per week by cross-referencing packing slips against purchase orders before dock release.
- Assisted the logistics coordinator with scheduling LTL pickups and tracking delivery confirmations for an average of 312 orders per month.

EDUCATION

B.S.B. in Management
University of Wyoming, Laramie, WY | 2010 – 2014