

Olivia Mitchell

Transportation Coordinator

CONTACT

(404) 555-9876

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Atlanta, GA

EDUCATION

Bachelor of Science in Logistics and Supply Chain Management

Georgia State University, Atlanta, GA

Expected graduation: May 2022

Certifications

- Certified Transportation Professional (CTP) – November 2024
- Basic Life Support (BLS) – American Heart Association – March 2024

LINKS

LinkedIn: /in/oliviamitchell

AWARDS

Employee of the Month, Xpress Global Systems, Atlanta, GA – November 2024

PROFESSIONAL SUMMARY

Resourceful and organized Transportation Coordinator with a background in logistics management and shipment coordination. Adept at managing transportation schedules, ensuring timely deliveries, and optimizing cost-effective transportation routes.

EXPERIENCE

Transportation Coordinator 2024 - 2024 Xpress Global Systems, Atlanta, GA

- Coordinated transportation schedules and shipments for clients across the Southeastern United States.
- Communicated with carriers to ensure timely and accurate deliveries while managing shipping costs.
- Handled customer inquiries regarding delivery status and resolve any transportation-related issues.
- Monitored delivery performance and provide reports to management.
- Assisted with optimizing delivery routes to reduce costs and improve efficiency.

Logistics Assistant 2023 - 2023 Lowe's, Marietta, GA

- Assisted in the coordination of transportation logistics for deliveries to retail stores and customers.
- Prepared shipping documents and managed the tracking of shipments.
- Worked with third-party logistics providers to resolve delivery issues.
- Managed the return process for incorrect or damaged shipments.

SKILLS

Route planning and scheduling	★★★★★
Freight and transportation coordination	★★★★★
Data analysis and reporting	★★★★★
Vendor management	★★★★★
Shipping documentation	★★★★★
Shipping and receiving coordination	★★★★★
Shipping documentation management	★★★★★
Issue resolution	★★★★★