

# Junior Logistics Operations Manager

## Madeline Reyes

### Professional summary

Detail-oriented junior logistics operations manager with a strong background in inventory coordination, route optimization, and supply chain support. Skilled in cross-functional collaboration and improving delivery timelines for B2B operations.

### Experience

#### Junior Logistics Operations Manager

June 2022 - Now

LogiTrack Freight Solutions / Chicago, IL

- Coordinate and optimize over 100 outbound shipments weekly across the Midwest, ensuring all deliveries met deadlines, and achieving a 12% increase in on-time delivery performance over a six-month period.
- Manage inventory levels for multiple warehouse locations, working closely with the operations team to identify and resolve stock discrepancies, leading to a 10% reduction in inventory errors.
- Collaborate with local carriers and vendors to negotiate cost-effective shipping rates, resulting in an 8% reduction in logistics expenses while maintaining service quality.
- Develop and maintain performance dashboards using Excel and Power BI, enabling real-time visibility into shipment statuses, which helped leadership identify bottlenecks and optimize workflows.

#### Logistics Coordinator (Intern)

January 2021 - May 2022

Edge Distribution Services / Des Plaines, IL

- Assisted in scheduling and tracking daily deliveries for a regional food distributor, coordinating with internal teams and external vendors to ensure smooth operations and on-time delivery for over 200 customers.
- Implemented a digital checklist system for shipment documentation, reducing manual errors by 30% and streamlining the process for shipping and receiving teams.
- Compiled weekly transportation cost reports and presented the data to the senior operations team, contributing to data-driven decisions that improved budget allocation.
- Assisted in inventory reconciliation, ensuring accurate stock levels by cross-referencing system data with physical counts during monthly audits.

### Additional Information

Volunteered at Chicago Food Depository as part of a logistics improvement team optimizing donation processing times.

 (312) 555-7894

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 Chicago, IL

### Education

#### Bachelor of Science in Supply Chain Management

University of Illinois at Chicago | Chicago, IL | 2022

### Certifications

- Certified in Logistics, Transportation, and Distribution (CLTD) – 2023
- Lean Six Sigma Yellow Belt – 2022

### Skills

Freight coordination	
Route optimization	
Supply chain software (SAP, Oracle)	
Inventory control	
Vendor communication	
Data analysis	
Scheduling and dispatch	
KPI tracking	
MS Excel	
Problem-solving	
Attention to detail	