



# Fred Spencer

Logistics Coordinator

## CONTACT

- +1 234 567 89 10
- fredspencer@mail.com
- Denver, CO

## EDUCATION

**Associate of Applied Business in Inventory Control and Management**  
University of Colorado, Denver, CO

## HOBBIES

- Transport modelling

## PROFESSIONAL SUMMARY

Results-oriented Logistics Coordinator with over 6 years of experience in inventory management and supply chain operations. Successfully reduced procurement costs by 15% through strategic negotiations with suppliers. Skilled in coordinating shipments, managing inventory levels, and implementing cost-saving strategies to optimize logistics operations and achieve organizational objectives.

## EXPERIENCE

**Logistics Coordinator** 2021 - Now  
**GreenWave Logistics, Denver, CO**

- Coordinate inbound and outbound shipments, ensuring timely delivery of goods to customers while minimizing transportation costs.
- Oversee inventory levels and implement inventory control measures to prevent stockouts and excess inventory.
- Collaborate with suppliers to negotiate favorable terms and pricing agreements, resulting in a 15% reduction in procurement costs.
- Utilize ERP systems to track shipments, manage inventory, and generate reports for management review.

**Inventory Control Specialist** 2018 - 2021  
**Peak Solutions, Denver, CO**

- Managed inventory levels to meet customer demand while minimizing carrying costs and excess inventory.
- Conducted regular audits of warehouse inventory to identify discrepancies and implement corrective actions.
- Implemented inventory management software to automate processes and improve accuracy.
- Collaborated with cross-functional teams to develop forecasting models and inventory replenishment strategies.

## SKILLS

Inventory Management	★★★★★
Logistics Planning	★★★★★
Supply Chain Optimization	★★★★★
Procurement	★★★★★
Vendor Management	★★★★★
ERP Systems (e.g., SAP, Oracle)	★★★★★
Data Analysis	★★★★★