

MICHAEL KEENER

Logistics Coordinator

(312) 555-6789 

michael.keener@email.com 

Chicago, IL 

PROFESSIONAL SUMMARY

Detail-oriented and motivated Logistics Coordinator with a strong foundation in transportation management, inventory control, and customer service. Skilled in coordinating shipments, ensuring on-time delivery, and optimizing warehouse operations. Seeking to leverage my organizational skills and passion for logistics to contribute to the efficiency of a dynamic logistics team.

EDUCATION

Bachelor of Science in Business Administration (BSBA)

University of Illinois, Chicago, IL

Graduated: December 2024

Basic Supply Chain Management Certification, Coursera

July 2024

Forklift Operator Certification

June 2024

SKILLS

- Shipment tracking and coordination **Expert**
- Freight forwarding **Expert**
- Inventory management and control **Expert**
- Customer communication **Expert**
- Problem-solving **Expert**
- Order processing and dispatch **Expert**
- Product labeling and packaging **Expert**
- Supplier communication **Expert**
- Data entry **Expert**

EXPERIENCE

2024 - Now

Logistics Coordinator XPO Logistics / Chicago, IL

- Coordinate and monitor inbound and outbound shipments, ensuring timely and accurate deliveries.
- Maintain communication with carriers to track shipments and resolve delivery issues.
- Update tracking systems and provide real-time updates to customers.
- Manage inventory levels and assist in maintaining accurate stock records.
- Handle customer inquiries related to delivery times, shipment status, and product availability.

2023 - 2024

Shipping Assistant Target / Skokie, IL

- Assisted in processing and dispatching orders, ensuring timely shipments to customers.
- Managed product labels, packaging, and labeling for outbound shipments.
- Communicated with suppliers to confirm delivery schedules.
- Supported the logistics team with inventory checks and data entry tasks.

VOLUNTEER EXPERIENCE

2022 - 2022

Logistics Volunteer Chicago Food Bank, Chicago, IL

- Assisted in organizing food drives and coordinating shipments to various locations.
- Managed inventory and ensured accurate labeling and distribution of donations.