

Amnah Dafoe

Logistics Coordinator

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📍 720 South River Landing
Road, Edgewater, MD 21037

Education

Bachelor's degree in Logistics at Rice University, Houston, TX

Aug 2013 - May 2018

The technical skills I learned while studying Bachelor's degree in Logistics are critical thinking, problem solving, decision making, time management and planning.

Links

[linkedin.com/in/amnahdafoe](https://www.linkedin.com/in/amnahdafoe)

Skills

Strong written and verbal communication skills

Active listening skills

Problem solving skills

Analytical thinking

Organizational abilities

Multitasking capabilities

Adaptability

Languages

English

Bengali

Profile

As a Logistics Coordinator, I was responsible for the movement of goods and materials throughout the supply chain. This included sourcing suppliers, negotiating contracts, coordinating transportation, and tracking inventory levels. My experience has taught me how to effectively manage all aspects of the logistics process in order to keep costs low and meet customer demands.

Employment History

Senior Logistics Coordinator at ABC Logistics – California

Apr 2022 - Present

- Implemented new shipping software that streamlined operations and saved the company \$15,000 per month.
- Coordinated the movement of 10,000 pieces of inventory each week with accuracy rates above 98%.
- Negotiated contracts with vendors that resulted in an annual savings of \$120,000.
- Designed and implemented a new warehouse layout that increased efficiency by 30%.
- Trained and supervised a team of 15 seasonal employees during our busiest time of year.
- Wrote SOPs for all logistics processes which improved clarity and consistency across the department.

Lead Logistics Coordinator at XYZ Logistics – Texas

Jul 2018 - Mar 2022

- Implemented tracking system that cut down on late deliveries by 10%.
- Negotiated with vendors to get discounts that saved the company \$5,000 per month.
- Streamlined distribution process that increased efficiency by 20%.
- Created delivery schedule template that is now used company-wide.
- Instituted 'just in time' inventory management which reduced waste and storage costs by 15%.
- Fired underperforming contractor which resulted in 25% cost savings.

Certificates

Certified in Transportation and Logistics (CTL)

Dec 2020

Certified International Freight Forwarder (CIFF)

Dec 2019

Global 4PL Specialist

Feb 2018