

# Akira Bowman

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## SUMMARY

Detail-oriented shipping and logistics professional passionate about providing efficient support for daily shipment operations. Over two years of experience overseeing shipping schedules, ensuring accuracy in documentation, and developing training programs for new staff. Proven track record of fostering effective communication across teams and meeting safety compliance standards. Strong leadership skills enable successful coordination of truck loading and on-the-job training for employees. Eager to contribute expertise in logistics and enhance operations within a dynamic environment like Innovative Logistics Solutions.

## EXPERIENCE

### Shipping Clerk, Lead

June 2024 - Present

Dynamic Logistics Solutions

Minneapolis, MN

Supervises daily activities in a busy shipping department, ensuring efficient scheduling and accurate tracking of shipments. Cultivates team collaboration while implementing operational procedures that uphold safety regulations.

- Manage allocation of daily shipment logistics, ensuring paperwork integrity for seamless flow of operations.
- Facilitate comprehensive training sessions that equip new hires with the necessary procedural knowledge.
- Coordinate truck preparations, effectively collaborating with personnel to meet time-sensitive shipping objectives.
- Oversee completion of all shipping documentation in adherence to regulatory and company guidelines.
- Directly engage with carriers to organize pickup appointments, strengthening logistical network efficiency.
- Act as a point of contact for resolving shipment issues, improving response times and customer satisfaction.

### Shipping Coordinator

April 2022 - May 2024

Logistics Management Group

Minneapolis, MN

Supported shipping operations by maintaining schedules and ensuring timely deliveries while enhancing compliance with safety protocols. Implemented workflow improvements leading to increased service reliability.

- Developed efficient shipping schedules that streamlined operations and improved service turnarounds.
- Collaborated with cross-functional teams to maintain consistent communication regarding shipment procedures.
- Assisted in implementing new safety protocols that aligned with industry regulations, reinforcing operational integrity.
- Facilitated onboarding processes, mentoring junior staff to adopt best practices in shipping and safety compliance.
- Proactively conducted process audits to identify areas for improvement, driving continuous operational enhancement.
- Instigated a transition to a digital documentation system that significantly reduced paperwork errors.

### Shipping Assistant

January 2021 - March 2022

Supply Chain Services

Minneapolis, MN

Contributed to daily shipping actions, including inventory management and shipment preparation, while promoting adherence to safety and quality controls.

- Assisted shipping teams with paperless shipment management, boosting overall operational efficiency.
- Coordinated efforts among various departments to ensure prompt and accurate delivery schedules.
- Engaged in ongoing safety trainings, encouraging a culture of workplace safety and compliance.
- Maintained accurate records of all shipped and received goods, supporting effective inventory management.
- Provided administrative aid to facilitate clear communications with carriers regarding deliveries.
- Helped implement a tracking system for shipments that enhanced visibility and accountability.

## LEADERSHIP & AWARDS

- Employee of the Month, Dynamic Logistics Solutions, March 2025
- Safety Excellence Award, Logistics Management Group, November 2023

## EDUCATION

### High School Diploma

2020

Central High School GPA: N/A

St. Paul, MN

**Coursework:** General Education, Mathematics, Business Practices, Safety Management

CERTIFICATIONS

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- Certified Logistics Associate (CLA) 📅 2025
- OSHA Forklift Safety Certification 📅 2026

TECHNICAL SKILLS

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- **Logistics Software:** AS400, Microsoft Office, Shipment Documentation Tools
- **Communication Tools:** Email Systems, Team Collaboration Apps, Phone Communication
- **Safety Protocols:** Food Safety Regulations, OSHA Standards, Good Manufacturing Practices
- **Training Techniques:** Onboarding Modules, Workshop Facilitation, Knowledge Sharing
- **Inventory Management:** Tracking Systems, Reporting Tools, Stock Control Procedures
- **Operational Management:** Scheduling Tools, Truck Loading Coordination, Workflow Assembly
- **Math Proficiency:** Algebra, Statistical Analysis, Calculations for Logistics
- **Document Management:** Paperwork Standardization, Electronic Records, Accuracy Checks
- **Customer Engagement:** Carrier Communications, Scheduling Appointments, Timely Delivery Coordination
- **Team Dynamics:** Motivational Support, Peer Coaching, Performance Feedback

SKILLS

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- Microsoft Office Suite
- AS400 System
- 10-Key Proficiency
- Strong Mathematics
- Excellent Communication Skills
- Multi-tasking in Fast-paced Environments

PROFESSIONAL AFFILIATIONS

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- Member of the National Association of Shipping Professionals
- Active participant in local logistics community events

LANGUAGES

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- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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**Work Status** : Authorized to work in United States. No sponsorship required.

REFERENCES

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AVAILABLE ON REQUEST