

SHAWNETTA ELLIFRITT

Freight Coordinator

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123 Main St, Fargo, ND 58103



PROFILE

Detail-oriented Freight Coordinator with 1 year of experience in managing and coordinating domestic and international shipments. Proficient in optimizing logistics operations, monitoring freight costs, and ensuring timely delivery. Adept at collaborating with cross-functional teams, maintaining accurate documentation, and providing excellent customer service. Demonstrates strong problem-solving skills and a commitment to continuous improvement to drive efficiency in freight processes.

LINKS

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

SKILLS

Logistics management

Route optimization

Inventory control

EDI proficiency

TMS expertise

Customs compliance

Carrier negotiation

LANGUAGES

English

Japanese

EMPLOYMENT HISTORY

● Freight Coordinator at C.H. Robinson, ND

Mar 2023 - Present

- Successfully managed and coordinated the transportation of over 500,000 pounds of freight per month, ensuring timely delivery and customer satisfaction.
- Reduced transportation costs by 15% through strategic carrier negotiations and optimizing shipping routes, resulting in annual savings of \$200,000 for the company.
- Implemented a new tracking system that increased shipment visibility by 25%, leading to improved communication with clients and a reduction in customer inquiries.

● Associate Freight Coordinator at FedEx Freight, ND

Sep 2022 - Feb 2023

- Successfully coordinated the transportation of over 1,000 freight shipments per month, ensuring timely and efficient delivery to customers across North Dakota.
- Streamlined the freight scheduling process by implementing an innovative tracking system, resulting in a 15% increase in operational efficiency and a 10% reduction in errors.
- Led a team of 5 employees in managing daily freight operations, achieving a 98% on-time delivery rate and consistently exceeding customer satisfaction targets.
- Played a key role in securing a major new client for FedEx Freight, ND, by demonstrating exceptional customer service and coordination skills, leading to a 20% increase in annual revenue for the branch.

EDUCATION

Associate of Applied Science in Logistics and Supply Chain Management at North Dakota State College of Science, Wahpeton, ND

Sep 2017 - May 2022

Relevant Coursework: Supply Chain Management, Logistics Operations, Transportation and Distribution Management, Inventory Control, Procurement and Supply Management, Warehouse Management, Global Logistics, and Project Management.

CERTIFICATES

Certified Transportation Broker (CTB)

Oct 2021

International Freight Forwarding and Customs Broking Certificate

Mar 2020