

YOUR FULL NAME

Operations Coordinator

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SUMMARY

Operations coordinator with 5 years of experience in logistics, vendor management and process improvement for retail and e-commerce companies. Cut order processing time by 30% and managed a supplier base of 45 vendors. Skilled in SAP, Excel and Power BI. (Copy the job title and 2–3 key skills from the job ad into these lines.)

CORE COMPETENCIES

Operations: Process improvement, inventory control, order fulfilment, vendor management, SOP writing

Systems: SAP MM, Microsoft Excel (VLOOKUP, pivot tables), Power BI, Jira, Google Workspace

Professional: Stakeholder communication, reporting, budgeting, team coordination

WORK EXPERIENCE

Operations Coordinator — Company Name, City

Jan 2022 – Present

- Coordinate daily fulfilment of 1,200+ orders across two warehouses with a 99.2% on-time rate.
- Reduced order processing time by 30% by redesigning the picking and packing workflow.
- Manage 45 suppliers; renegotiated freight contracts and saved USD 60,000 a year.
- Built a Power BI dashboard for stock levels that cut stock-outs by 22%.

Operations Assistant — Company Name, City

Jun 2019 – Dec 2021

- Processed purchase orders in SAP and reconciled monthly inventory counts.
- Wrote 12 standard operating procedures used to train new warehouse staff.

EDUCATION

BBA (Supply Chain Management) — University Name

2019

CERTIFICATIONS

- Certified Supply Chain Professional (CSCP) — APICS, 2024
- Lean Six Sigma Yellow Belt, 2023

SKILLS

SAP • Advanced Excel • Power BI • Inventory management • Logistics • Vendor negotiation • Data analysis • English (fluent)