






MARIE GENALINE MINA

LOGISTIC SUPPLY CHAIN COORDINATOR

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SUMMARY

Mature logistic professional transitioning into a freight virtual role backed by hands-on experience in supply chain coordination , along with formal invested training in freight course operation, well-suited for logistics coordination roles Detail oriented, Familiarity with freight tools. Skilled in data entry, quoting, client communication, and email management. known for strong work ethics , quick learner, easily adapt to the work task in minimal supervision .

WORK EXPERIENCE

Logistic and Administrative Coordinator - Anawim Community Inc. | 2019-January 2026

- Managed end-to-end logistics coordination, including order processing, shipment tracking, packing, dispatch, and final delivery
- Coordinated with courier and logistics providers to ensure timely and accurate deliveries
- Maintained inventory monitoring, documentation, and reporting using Excel, Word, Google Sheets, and QuickBooks
- Managed the procurement and product sourcing through e-commerce platforms, maximizing budgets through price comparison, discounts, and vouchers
- Supported local and international distribution of liturgical books and community aid programs for over 500 families
- Collaborated with NGOs, suppliers, and external partners to support operational and outreach activities
- Provided administrative, customer service, and logistics support while ensuring organized workflow and accurate record-keeping
- Demonstrated strong multitasking, communication, adaptability, and problem-solving skills in fast-paced environments

EDUCATION

Bachelor of Science in Nutrition and Dietetics

University of Santo Tomas - Pontifical University

Batch 1988

FREIGHT KNOWLEDGE

- LTL | FTL | PTL / BOL/ Freight class
- LTL accesorials
- mnTruck Types -reefer, van, flatbed, stepdeck
- Rate checking and Basic negotiation
- Freight Documentation
- Shipment Processes

TOOL AND SYSTEM

Carrier quotes Estess/ Tforce/ODFL
DOFT / saferweb
MS Office Word, Excel,
Google workspace, spreadsheet,
Email management
Quickbook
Canva

ADDITIONAL INFORMATION

Language - English Conversational , Filipino

Tool ready laptop Macbook air 8gb and 100 mbps stable internet

Working space environment ready for a WFH setup

RELEVANT TRAINING

- Learned fundamentals of freight brokerage, dispatching, quoting, and rate negotiations.
- Gained hands-on practice with , load boards, and freight class calculators.
- Trained in carrier lane specialization, broker-carrier agreements, and track & trace.