

Savannah M. Hopkins

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Education

State University of NY Maritime College
Bronx, NY

May 2016

Bachelor's of Science in International Transportation and Trade

Work Experience

Hamburg Süd North America: Logistics Coordinator, Load Centering ASG
Philadelphia, PA

May 2017 – July 2017

- Oversaw incoming and outgoing shipments of containers throughout ports in the American Southeast and Gulf regions of the US
- Verified that loads have arrived on time and in good condition
- Coordinated and monitored supply chain operations
- Utilized logistics IT to optimize shipping and transport procedures
- Assured all appropriate documentation is in order

Diversified Environmental Services: Executive Assistant to CFO
Tampa, FL

July 2015 – October 2016

- Multi functional role including administrative management
- Oversaw front office desk, developed client facing soft skills and resourcefulness
- Provided customer solutions requiring a high-level understanding of all firm resources and contacts
- Managed accounts payable and receivable, invoices, and filing

Out of the Blue Marketing: Advertising Specialist
Chattanooga, TN

April 2015 – June 2015

- Business development, created and maintained sales leads
- Managed new product promotion using search engine optimization and web-design
- Oversaw print and digital marketing

Coveleigh County Club: Beverage Manager
Rye, NY

September 2014 – February 2015

- Supervised a team of hospitality professionals providing high end beverage experience
 - Performed all bartender functions
 - Private event planning and organization
 - General business oversight
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Skills, Special Training & Volunteer Work

Skills: Verbal and written communication, customer service, resourcefulness, managerial and administrative experience

Special Training: Marine Firefighting, Basic Safety Training & Sea Survival, Certified Life-Guard, Certified in AED/CPR, Vessel Operations and Terrestrial Navigation

Volunteer Work: Annual Florida Gulf Coast Cleanup - Preserving Florida's parks and beaches by organizing and participating in beach maintenance efforts