



# MICHAEL ANDERSON

## Fleet Operations Manager

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### SUMMARY

Seasoned Fleet Coordinator with an extensive background in managing logistics and fleet operations. Demonstrated expertise in optimizing vehicle utilization and reducing operational costs through strategic planning and effective resource allocation. Possesses a keen ability to analyze data and implement innovative solutions that enhance efficiency and service delivery. Skilled in coordinating with cross-functional teams, ensuring compliance with safety regulations, and maintaining high standards of service quality.

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### WORK EXPERIENCE

#### Fleet Operations Manager **Logistics Innovations Inc.**

*Jan 2023 - Present*

- Oversaw daily fleet operations, managing a diverse fleet of over 150 vehicles.
- Implemented a GPS tracking system to improve route efficiency and monitor driver behavior.
- Coordinated regular vehicle maintenance schedules, reducing downtime by 30%.
- Analyzed fuel consumption data to identify cost-saving opportunities.
- Developed training programs for drivers focused on safety and compliance.
- Collaborated with vendors to negotiate contracts for vehicle procurement.

#### Fleet Coordinator **Transport Solutions Ltd.**

*Jan 2020 - Dec 2022*

- Managed scheduling and dispatching of fleet vehicles to optimize service delivery.
  - Maintained accurate records of vehicle inspections and compliance with regulations.
  - Utilized fleet management software to track vehicle performance metrics.
  - Conducted quarterly audits of fleet operations to ensure compliance with company policies.
  - Developed and maintained relationships with key stakeholders to enhance operational efficiency.
  - Led initiatives to improve environmental sustainability within fleet operations.
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### EDUCATION

#### Bachelor of Science in Logistics Management, **University of Transportation, 2017**

*Sep 2019 - Oct 2020*

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### ADDITIONAL INFORMATION

- **Technical Skills:** fleet management, logistics coordination, data analysis, compliance management, vendor negotiation, cost reduction
- **Awards/Activities:** Successfully reduced fleet operating costs by 20% over three years.
- **Awards/Activities:** Recognized as Employee of the Month for outstanding performance in fleet management.
- **Awards/Activities:** Implemented a driver safety program that decreased incidents by 40%.
- **Languages:** English, Spanish, French