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EXPERTISE SKILLS

- fleet supervision
- logistics analysis
- compliance auditing
- team leadership
- performance management
- route optimization

LANGUAGES

- English
- Spanish
- French

CERTIFICATION

- Bachelor of Arts in Business Administration, State College, 2018

REFERENCES

John Smith

Senior Manager, Tech Corp
john.smith@email.com

Sarah Johnson

Director, Innovation Labs
sarah.j@email.com

Michael Brown

VP Engineering, Solutions Inc
mbrown@email.com

MICHAEL ANDERSON

FLEET SUPERVISOR

Dynamic Fleet Coordinator with a passion for optimizing transportation processes and enhancing operational efficiencies. Proven expertise in fleet management, logistics coordination, and data analysis. Recognized for the ability to leverage technology and innovative solutions to streamline operations and reduce costs. A strong communicator, adept at building relationships with stakeholders and driving team performance.

PROFESSIONAL EXPERIENCE

Transportation Dynamics

Mar 2018 - Present

Fleet Supervisor

- Supervised a fleet of 100 vehicles, ensuring compliance with safety regulations.
- Developed and implemented maintenance schedules to enhance vehicle reliability.
- Utilized data analytics to improve route planning and reduce delivery times.
- Conducted performance reviews for fleet personnel, fostering professional development.
- Collaborated with IT to enhance fleet management systems.
- Facilitated workshops on safety and operational efficiency for staff.

City Transport Services

Dec 2015 - Jan 2018

Fleet Assistant

- Assisted in the daily operations of fleet management, including scheduling and dispatch.
- Maintained accurate logs of vehicle usage and maintenance records.
- Supported compliance audits and inspections.
- Engaged with drivers to address operational challenges and improve service quality.
- Participated in the selection process for new fleet vehicles.
- Analyzed performance metrics to support operational improvements.

ACHIEVEMENTS

- Reduced vehicle maintenance costs by 10% through improved scheduling.
- Implemented a safety program that decreased accident rates by 25%.
- Recognized for outstanding service in fleet management operations.