

MICHAEL ANDERSON

Fleet Coordinator

- San Francisco, CA
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Proactive Fleet Coordinator with a comprehensive understanding of fleet management and logistics operations. Recognized for exceptional organizational skills and a keen ability to analyze and optimize fleet performance. Demonstrates a strong commitment to safety and regulatory compliance, ensuring that all operations meet industry standards. A detail-oriented professional who excels in managing multiple projects and priorities simultaneously.

WORK EXPERIENCE

Fleet Coordinator | Innovative Transport Solutions

Jan 2022 – Present

- Coordinated daily fleet operations, managing a fleet of over 90 vehicles.
- Implemented scheduling systems that improved dispatch efficiency by 25%.
- Maintained compliance records and ensured adherence to safety regulations.
- Analyzed operational data to identify trends and opportunities for improvement.
- Collaborated with maintenance teams to schedule preventative maintenance.
- Developed and delivered training programs for new drivers.

Logistics Assistant | National Freight Services

Jul 2019 – Dec 2021

- Assisted in logistics coordination for fleet operations, ensuring timely deliveries.
- Maintained accurate records of fleet performance metrics.
- Supported compliance audits and inspections.
- Engaged with drivers to address operational challenges and improve service quality.
- Conducted research on industry trends to inform operational strategies.
- Participated in the onboarding process for new fleet personnel.

SKILLS

fleet coordination

logistics management

safety compliance

data analysis

training development

operational efficiency

EDUCATION

Bachelor of Arts in Transportation Management

2020

Regional University

ACHIEVEMENTS

- Improved fleet dispatch times by 20% through strategic scheduling.
- Recognized for excellence in maintaining safety compliance.
- Successfully reduced operational costs by 10% through process improvements.

LANGUAGES

English

Spanish

French