

MICHAEL ANDERSON

Fleet Operations Coordinator

- San Francisco, CA
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Results-oriented Transportation Associate with a comprehensive understanding of fleet management and vehicle operations. Proven expertise in optimizing fleet performance while ensuring compliance with regulatory standards. Skilled in utilizing fleet management software to monitor vehicle utilization and implement maintenance schedules. Strong problem-solving abilities enable the identification of operational inefficiencies and the development of actionable solutions.

WORK EXPERIENCE

Fleet Operations Coordinator | Fleet Management Services

Jan 2022 – Present

- Managed fleet operations, ensuring adherence to safety and compliance standards.
- Coordinated vehicle maintenance schedules and performed regular inspections.
- Utilized fleet management software to track vehicle performance and utilization.
- Developed and implemented cost-saving initiatives that reduced operational expenses.
- Collaborated with drivers to optimize routes and improve delivery times.
- Trained staff on fleet safety protocols and best practices.

Transportation Supervisor | Logistics Fleet Inc.

Jul 2019 – Dec 2021

- Supervised daily transportation operations, ensuring compliance with company policies.
- Developed training programs for drivers on safety and operational efficiency.
- Monitored fleet performance metrics and reported findings to management.
- Implemented new technologies to enhance fleet tracking and reporting.
- Conducted regular safety audits to ensure compliance with industry regulations.
- Participated in strategic planning sessions to align fleet operations with business objectives.

SKILLS

fleet management

vehicle operations

compliance standards

route optimization

cost reduction

training

EDUCATION

Bachelor of Science in Transportation Management

2017

University of Fleet Operations

ACHIEVEMENTS

- Reduced fleet operational costs by 18% through effective maintenance scheduling.
- Awarded for leadership excellence in fleet management.
- Successfully implemented a fleet tracking system that improved operational visibility.

LANGUAGES

English

Spanish

French