

Robert Smith

Operations Manager I

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

PERSONAL STATEMENT

An Operations Manager with over 3 years of progressive experience in the transportation industry. A dedicated self-starter, known for hard work and reliability. A challenging position at a progressive company that will allow me to utilize my business skills.

WORK EXPERIENCE

Operations Manager I

ABC Corporation - April 2013 - July 2015

Responsibilities:

- Manage a team of delivery drivers with a focus on OSHA/ FMCSA/ dot compliance, on-time delivery & 99% claim free delivery for a multimillion-dollar metal distributor.
- Daily scheduling of routes, hr task, bit inspection & ca pull notice coordinator, safety trainer and fleet maintenance, coordinator.
- Daily, weekly & monthly activity reports, fuel reports, invoicing and p&ls manage all employee records i.e., personal, medical insurance, electronic logs management of maintenance ROs, vendor invoices, fleet maintenance, recall and shop supplies renegotiated and reduced outside carrier cost for a customer in excess of \$500,000 during the 1st year with worldwide recognition from the president.
- Manage all inquiries, complaints and claims monthly safety meetings, quarterly remedial training for all staff, OSHA, FMCSA and dot compliance ca bite inspection, ca pull notice coordinator for n.
- California HR task- weekly payroll, insurance documents, time off request, yearly reviews, disciplinary actions, recognition of outstanding performance, accidents and injuries.
- Daily route scheduling and prioritizing of customers and sales teams needs.
- Maintain an excellent working relationship with management, ls sales, os sales, operations, warehouse, and CEO.

Domestic Operations Manager

ABC Corporation - February 2012 - March 2013

Responsibilities:

- Managed a team with a focus on growth, integrity and excellent customer service.
- Dispatching, problem-solving, daily & weekly reports, daily customer account, weekly sales, safety, and production meetings.
- Manage inquiries and complaints daily, weekly and monthly reports manage multimillion-dollar & fortune 500 companies accounts, including distribution, warehousing, and specialized government shipments.
- Review the work forecasts and determine productivity requirements to produce during the day to meet the overall building objectives.
- Proactively identify and lead process improvement initiatives and lean

SKILLS

Safety Trainer, and Fleet Maintenance Coordinator, Systems Strong Proficiency In Microsoft Office, Excel, Word, Outlook, AS400, SAP, Maddox, WMS, Intranet and Citrix.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)