

Isabella Rodriguez
isabella.rodriguez05@example.com

AVIATION SUPPLY TECHNICIAN

Summary

I am a Supply Chain and Operations manager with invaluable knowledge of managing projects, resources and staff in an effective and efficient manner. I am highly focused with a comprehensive understanding of operations management, contracting, logistics, procurement, and supply chain. I have a consistent and proven track record of successfully employing the best practices that improve efficiency, reduce operating cost while increasing performance within a budget. I am committed to identifying and implementing continuous improvements in operations. I am currently looking for a new challenging position. A position which will make the best use of my existing skills and experience and also further my personal and professional development.

Highlights

- Strategic planning
- Global and strategic sourcing
- Negotiations expert
- Procedure development
- Analytical
- Personable
- Team building
- Cost reduction and containment
- Multi-site operations
- Process improvement strategies
- Inventory control
- Initiative and leadership
- Contract management
- Manage service relationships
- Productivity improvement specialist
- Flexible
- Dedicated
- Microsoft Office Suite expert
- Troubleshooting and problem solving
- Contract review and recommendations
- Client relationships
- Budget development
- Prepare reports, charts, and briefings

Skills

- Full understanding of all applicable policies, procedures, rules, and regulations.
- Strong knowledge of Supply Chain Management fundamentals
- Strong knowledge of interfacing departments' processes and priorities
- Uses focused listening to understand others' perspectives
- Learns new informations and skills quickly
- Strong performance improvement and equipment reliability focus
- Demonstrated ability to apply applicable codes and regulations
- Demonstrates initiative and proven ability to effectively manage cost of a business
- Technical Proficiency in this assigned function and specialty
- Eleven (11) plus years of Supply Chain and procurement experience
- Accomplishments
- Created critical KPIs to track and improve on-time delivery, customer issues and safety statistics.
- Lowered freight rates by 20% by negotiating with manufacturers and the transportation department.
- Increased the on-time deliveries by 30% within the first year of employment.
- Recipient of the New Orleans Federal Executive Board's Distinguished Service Award for outstandingAdministrstive Support Achievement Award in May, 2011.

Experience

Aviation Supply Technician

July 2011
to
December 2014

Company Name

i14
City

,
State

Mobility Transportation Specialist

July 2011
to
December 2014

Company Name

i14
City

,
State

Reviewed new customer orders and requests and manually entered data into a centralized database.

Conducted qualitative and quantitative analysis of logistics operations using simulation models and other tools.
Negotiated contracts with outside providers to minimize costs to the company and customers.
Oversaw scheduling for the day-to-day activities of 10-15 transportation employees. Manually created shipments, assigned carriers and dispatched shipments.
Forwarded client-related quality and service issues to the appropriate manager for resolution.
Communicated all emergencies, delays due to weather and carrier schedule changes to customers and supervisors.
Coordinated rush orders and order changes.
Resolved problems for customers, warehouses and carriers. Acted as a liaison between logistics, carriers and customers.
Coordinated returns between origin and interim transportation departments.
Wrote weekly and monthly global transportation reports.
Produced bills of lading and updated shipment status information.
Monitored shipments to guarantee on-time delivery.
Completed all necessary customs documents and other paperwork.
Oversaw the organizing and product storage in stockyard areas.
Drafted reports every day to present accomplishments and progress to management.
Exhibited strategic leadership and foresight in support of long-range sales growth.
Built partnerships with local organizations to increase company offerings and improve services.
Synthesized project findings into actionable recommendations with demonstrable effects on business performance.
Prepared invoices for all customers in the logistics department at the end of every month.

Program Support Clerk

March 2010

to

July 2011

Company Name

i14

City

,

State

Movement Control Coordinator

June 2010

to

August 2010

Company Name

i14

City

,

State

Letter Carrier

September 2009

to

March 2010

Company Name

i14

City

,

State

Supply Chain Management Technician/ Aircraft Maintenance

July 2003

to

July 2009

Company Name

i14

City

,

State

Education

MBA

:

Management

,

2014

University of Phoenix

i14

City

,

State

,

United States

BBA

:

Integrated Supply Chain and Operations Management

,

2012

University of Phoenix

il
City
,
State
,
United States
Coursework in Business, Management and Communications
Coursework in Business, Supply Chain management
High School Diploma
:
2001
St. Augustine High School
il
City

,
State
,
70119