Bradley Titus

4308 Viva Lane

Indianapolis, IN 46239

317.361.8814

**Relevant Experience**

**Carrier,** Indianapolis, IN

**Contract Logistics Coordinator**

September 2020 - Present

* Communicate with transportation providers to ensure timely order pickups and deliveries
* Serve as liaison between factory operations, customer service, transporters, and the logistics organization
* Develop job aids, define best practices, and create job workflow documents for training purposes and consistency across the team

**iink Payments,** Boston, MA

**Marketing Manager**

December 2019 - January 2021

* Develop marketing and content marketing strategies
* Design graphics for trade shows and social platforms
* Oversee new website design for future implementation
* Develop email campaign for onboarding and new product rollout
* Design and implement social media marketing strategy, focusing on product features, business partnerships, and industry best practices
* Write and distribute press releases regarding updates to the company, product lines, and funding updates

**Accenture,** Peoria, IL

**Contract Technical Writer**

January 2020 - February 2020

* Work with internal teams and subject-matter experts to obtain an in-depth understanding of the product and the documentation requirements
* Produce high-quality documentation that aligns with applicable standards and is appropriate for its intended audience
* Write accessible user interface text, online help, and developer guides
* Create tutorials to help end-users use a variety of applications
* Analyze existing and potential content, focusing on reuse and single-sourcing opportunities
* Create and maintain the information architecture

**Henry Company**, Indianapolis, IN

**Shipping & Receiving Supervisor**

June 2019 - September 2019

* Manage a team of five.
* Manage the shipping schedule, working with carriers, customers, and production to meet customer demand of over $7 million per month.
* Implement new processes to verify inventory and oversee the performance of weekly cycle counts
* Work with corporate buyers to manage raw materials for production.
* Increase shipping accuracy from 60% to over 80% in two months.
* Eliminate order backlog of over $2 million.
* Increase employee accountability and improve productivity, reduce waste, and improve employee safety and safe working conditions.

**Micronutrients**, Indianapolis, IN

July 2015 – June 2019

**Assistant Logistics Coordinator** (February 2018 - June 2019)

* Perform daily inventory and sales audits to confirm inventory, production, and shipping numbers.
* Work with production teams, warehouse staff, and multiple vendors to schedule inbound and outbound shipments of raw materials and finished products.
* Serve on Internal Audit Team (from 2016-2018) to verify processes, training, and documentation practices are being followed in accordance with Safe Food/Safe Feed, HACCP, and ISO certifications.
* Serve as Culture Champion (from 2017-2018) to promote company values and increase employee engagement within the corporation and the community.
* Develop and perform management training to improve interactions between supervisors and production teams.
* Serve as editor of the company newsletter.

**Laboratory Technician** (September 2016 – February 2018)

**Spray Dryer Operator** (September 2015 – September 2016)

**Material Handler Operator** (July 2015 – September 2015)

**National Trade Supply**, Greenwood, IN  
September 2014 – April 2015  
**SEO Manager & Content Specialist**

* Perform full site audit, including technical audit, keyword audit, and content audit, to make recommendations for new internet marketing strategy.
* Rehab bad backlink profile, removing thousands of low-quality links.
* Audit and resolve over 1400 identified technical issues with primary e-commerce website.
* Increase organic traffic 85% and organic revenue 90% year-over-year.
* Work with external content development team to execute on SEO strategy and create relevant, engaging content for blogs.
* Work with intern staff to execute content and social media strategy.
* Create unique, engaging, and high-converting copy for email campaigns and new websites.
* Work closely with development team to improve internal tools for managing the website, including testing and troubleshooting a new content management system tool.
* Work with User Experience Manager to improve the website for users and SEO, balancing the needs of customer conversion with SEO best practices.

**Charles Schwab**, Indianapolis, IN  
November 2011 – November 2013  
**Financial Broker**

* Licensed FINRA Series 7 and 63 Financial Broker.
* Respond to client inquiries regarding product knowledge support and expanding client experience.
* Assess and resolve client issues, helping them navigate Schwab’s investment products and services, including equities, mutual funds, and fixed income products.
* Place trades and provide investment education to clients to make well-informed financial decisions.
* Uncover business development opportunities and pursue asset leads.

**Education**  
**Indiana University – Purdue University – Indianapolis**  
Bachelor’s of Arts in English and Political Science, Completed May 2010

* Editor for student literary publication, Genesis
* Trained copyeditor
* Trained writing tutor for University Writing Center
* Creative consultant and writer for School of Liberal Arts News Bureau
* Writer for student newspaper, Sagamore