

OPERATIONS MANAGER

Summary

Logistics Manager skilled at negotiating and implementing cost saving measures without compromising quality. Adapts quickly to the changing needs of fast-paced and growing organizations. Detail-oriented Bookkeeper versed in payroll, accounts payable and accounts receivable. Learns quickly and adapts well to new technologies. Dedicated Operations Manager demonstrating effective leadership in all aspects of the job. Excels at cutting costs and streamlining operations. Highly motivated and results-driven warehouse professional bringing extensive experience in logistics and distribution. Team player and natural leader with excellent communication skills.

Highlights

Supply chain and resource Warehouse management management systems Over-the-road transportation Superior negotiation skills Excellent time management Project management Data entry expert Skilled multi-tasker Logistics management Microsoft Office Inventory control Knowledge of national Accounts payable and geography receivable Proactive Warehouse and manufacturing Intuit QuickBooks specialist operations Personnel management DOT regulations OSHA requirements knowledge Warehouse and fulfillment

- Clean MVR
- Courteous and polite demeanor
- Over the road experience
- Dependable and reliable

Accomplishments

Reduced freight costs by 15% by optimizing backhaul schedules and negotiating carrier rates.

Maintained a perfect attendance record for 8Continuously maintained an accident and incident-free driving record for more than 8 years. years.

Experience

OPERATIONS MANAGER Aug 2010 to Current

Fleetpride 1/4 Harrisburg , PA

- Prepared and distributed payroll for staff of [27] direct reports.
- Negotiated pricing with vendors regarding wholesale billing and marketing procedures.
- Determined the most cost-effective procedures and routes for shipments.
- Gathered, logged and monitored all shipping data.
- Translated business needs and priorities into actionable logistics strategies.
- Took corrective action in the case of accidents and delays to minimize extra expenses.
- Managed shipment schedules to maximize productivity and cut costs.
- Supervised the work of [20] transportation personnel.
- Communicated with dispatchers, warehouses and customers regarding outgoing orders.

OPERATIONS MANAGER Apr 2003 to Jan 2014

Florida East Coast Railway 1/4 West Palm Beach , FL

- Negotiated pricing with vendors regarding wholesale billing and marketing procedures.
- Processed accounts receivable and accounts payable.
- Performed accounts receivable duties including invoicing, researching chargebacks, discrepancies and reconciliations.
- Managed executive calendar and coordinated weekly project team meetings.
- Prepared meeting minutes and edited subcontractor proposals, project punchlist, transmittals and memorandums for organizational support.
- Completed all documentation neatly and accurately.
- Communicated customer complaints, requests and feedback to company management.
- Verified that vehicle inspection stickers and registrations were current.
- Verified each delivery against shipping instructions before delivering to customers.
- Contacted customers prior to delivery to confirm and coordinate delivery times.
- Determined the most cost-effective procedures and routes for shipments.
- Translated business needs and priorities into actionable logistics strategies.
- Took corrective action in the case of accidents and delays to minimize extra expenses.
- Prepared documents for shipment claims submissions.
- Wrote reports and gave oral presentations to keep employees up-to- date on company goals and achievements.
- Communicated all emergencies, delays due to weather and carrier schedule changes to customers and supervisors.
- Picked products for specific routes according to pick sheets.
- Tracked time spent on assignments each day for productivity reporting.
- Estimated weights, heights and centers of balance to make precise placements.
- Enforced the on-time shipment of products to create exceptional customer experiences.

OPERATIONS MANAGER Apr 2009 to Aug 2010

Florida East Coast Railway 1/4 Jacksonville , FL

- Enforced the on-time shipment of products to create exceptional customer experiences.

- Estimated weights, heights and centers of balance to make precise placements.
- Divided cargo received by account number and intended location.
- Tracked time spent on assignments each day for productivity reporting.
- Negotiated pricing with vendors regarding wholesale billing and marketing procedures.
- Created company's first employee manual including training and development.
- Managed executive calendar and coordinated weekly project team meetings.
- Facilitated organized record retrieval and access by maintaining filing system for both in-house and discharged residents.

DRIVER Sep 1992 to Apr2003

Newcrestimage 1/4 Frisco , TX

- Delivered products to dealer locations as scheduled and as requested.
- Attended and participated in all driver safety meetings.
- Verified all dispatch instructions.
- Inspected tires, lights, brakes and gas, oil and water levels.
- Correctly marked invoices and clearly noted returns and shorts.
- Inspected the truck for defects and safe operating condition before, during and after trips.
- Operated delivery vans in accordance with company safety policies and procedures.

Education

Associate of Arts , LOGISTICS MANAGMENT 2014 UNIVERSITY OF HOUSTON 1/4 City , State

CURRET TAKING CLASSES ON LINE

CIVIL ENG 1983 INSTITUTO TECNOLOGICO DE DURANGO 1/4 City , State , MX

Did not graduate

High School Diploma 2013 SUNFIELD HIGH SCHOOL 1/4 City , State

BASICS

Bachelor of Arts , ESL 1984 RICHARD DALEY COLLEGE 1/4 City , State

ESL

Skills

Accounts payable, accounts receivable, balance, billing, oral, Data entry, delivery, documentation, filing, Inventory control, invoicing, Logistics, marketing, meetings, access, Microsoft Office, negotiation, oil, organizational, payroll, personnel, Personnel management, pick, policies, presentations, pricing, Project management, proposals, QuickBooks, reporting, researching, safety, shipping, Supply chain, time management, transportation

LANGUAGES

English and Spanish