

# Lauren Warburton

Wigan WN4

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## Work Experience

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### **Transport Administrator**

GXO/BT - Golborne

January 2023 to Present

- Debriefing drivers
- Inputting GXO drivers hours on FM&C 400
- Inputting Agency hours on venneu-Neuven for Blue Arrow payroll.
- Agency forecast report
- Transport utilisation dashboard report.
- Tachomaster
- Trailermaster
- Trax
- Citrix
- Defects, MOT, Service, Tacho Calibration, VOR,
- Hiring HGVs, Van's
- Dealing with drivers and incidents
- Microsoft, Word, Excel, Share point, Paragon, Fast works, Basol
- Monthly Audit Report

### **Transport Gefco contract Administrator**

John K Philips - St Helens

June 2022 to October 2022

- Excel microsoft/word/outlook/Vigo/spreadsheets
- Inputting jobs for Motorbikes/jet ski's/Engines/ Tractors
- Managing administration for the Gefco network.
- Managing cost of delivery and stillages for each job inputted.
- Making sure each job has been delivered and if not, resolve the problem as to why not.
- Communication with 2wheels regarding manifests of each bike/ damages/ missing items not on manifests
- Report missing or damages on Exception report.
- Communicating with warehouse with drivers manifests to make them aware of what is to be loaded on the Moffat drivers or any extra trailers coming in
- Scanning / coping paperwork and uploading to or Gefco folder/ spreadsheets
- Dealing with phone calls from customers and other depots regarding deliveries or collections on palletforce and Hazcem.
- Some light planning of manifests for gefco and the Isle of Man

### **Transport Administrator**

MOVIANTO UK LTD - Haydock

November 2021 to June 2022

- Driver's run sheets.
- Sorting keys and Epods for drivers.
- Use of computer to monitor drivers deliveries.
- Monitor chilled and ambient temperatures as delivering pharmaceutical and covid supplies.
- Print notes, removing or adding jobs. Adding units and trailers.
- Answering calls from customer service and customers to deal with their queries.
- Use of computer to fill out reports
- Imports and pods
- Briefing and Debriefing
- VOR- phoning through defective vehicles for repairs and contacting workshops for updates. Taking defective vehicles off the road.

### **Transport Administrator**

Heniz/Wincanton - Wigan

August 2020 to October 2021

- Driver run sheets
- Sorting drivers with paperwork/keys/phone. All drivers info gets sent over to the phones provided.
- Debriefing
- Tracking of driver
- Use of computer which include Freightliner/samsara/business objects/wiz Oracle Cloud etc.
- Adding and removing trailers for each driver on the system
- VOR- phoning through defective vehicles for repairs and contacting workshops for updates. Taking defective vehicles off the road.

### **Leisure assistant**

Greyhound, escape zone fitness clubs

January 2020 to August 2020

- Taking on memberships and payments from customers.
- Checking chlorine and ph levels of the pools to make sure they are safe for use.
- Plant room duties.
- High standards of cleaning

### **Warehouse Operative**

Xpo logistics - Warrington

July 2019 to December 2019

- Picking companies deliveries.
- use of pallets and cages / stacking.
- labeling.
- Llop trained.

### **Branch Assistant**

Booker Wholesale Cash and Carry - Haydock

April 2018 to July 2019

- Picking customers deliveries and labelling of products.
- Admin/Writing out drivers run sheets and invoicing.
- Dealing with customer enquiries / telephone calls.

- Working on checkouts and working on stock.
- Labelling stock making posters for products and price changes.

### **Waitress**

Winstanley Cafe - Wigan

2013 to 2017

- Meeting and greeting customers and taking orders.
- Food preparation of salads and stocking up refreshments Serving meals/snacks/drinks to customers.
- Handling customer payments.
- Ensuring all kitchen and work areas were maintained clean and tidy.
- Working as part of a team following health and hygiene standards.

### **Trainee Teaching Assistant**

Marus Bridge Primary School - Wigan

2010 to 2013

- Completed training for teaching assistant in schools.
- Assisting teaching staff in the classroom environment.
- Preparing play activities and lesson plans for the National Curriculum.
- Supporting children with reading and writing skills.
- Ensuring care and safety of children.

### **General Assistant**

Sainsburys - Stockport

2004 to 2005

- Working on the late shift in local store.
- Dealing with stock deliveries and replenishing shelves.
- Labelling stock ready for display.
- Working as part of a busy team following health and safety.

## Education

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### **GCSE or equivalent**

## Skills

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- INVOICING (1 year)
- CUSTOMER SERVICE (7 years)
- EXCELLENT COMMUNICATION SKILLS (7 years)
- PICKING ORDERS (2 years)
- RECEPTIONIST (1 year)
- Picker Packer
- Warehouse Associate
- Microsoft Word
- Microsoft Outlook
- Customer service

- Microsoft Excel
- SharePoint
- Driving
- Payroll
- Citrix
- Teaching
- Oracle

## Additional Information

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Excel microsoft/spreadsheets/Microsoft word

- ü Excellent communication skills ü Stock control
- ü Adaptable to a variety of roles ü Picking orders
- ü Passionate about improving my skills ü Receiving and checking deliveries
- ü Work well in a team environment ü Customer service
- ü Able to work independently ü Invoicing