

John Doe

LOGISTICS AND MANUFACTURING MANAGER

CONTACT

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(000) 000-0000

City, ST

EDUCATION

**Bachelor of Science in Business
Administration and Management**

ongoing

University, City, ST

CORE COMPETENCIES

Logistics

Inventory management

Supply-chain management

Manufacturing

Leadership skills

HSE standards compliance

Time management

Staff training

Preventative maintenance

Office/site management

Cost controlling

Problem-solving skills

Budget management

Strategic planning

Organization skills

EXECUTIVE SUMMARY

Results-oriented professional with versatile experience in managing people, logistics operations, office activities, and strategic planning processes across the manufacturing, safety, and transportation industries. Applies superior problem-solving skills to resolve challenging transportation issues in a timely and professional manner. Builds and nurtures long-lasting and mutually beneficial relations with suppliers, manufacturers, and associates through trust, reliability, and exemplary commitment to success. Utilizes advanced leadership abilities to train, direct, and supervise new employees as well as to optimize and coordinate complete order cycles while simultaneously enhancing business development and ensuring sustainability. Capable of multitasking and prioritizing in a complex and fast-paced working environment. Collaborates with all levels of the respective organization to maximize cost savings and drive revenue. An effective communicator and negotiator always ready to take the initiative and go above and beyond every task. With advanced managerial skills and a strong background in logistics, business improvement, and office operations, eager to master new challenges and contribute to the overall growth of the logistics industry.

PROFESSIONAL EXPERIENCE

Rural Carrier Associate Company

03/19 - Present
City, ST

- Provides outstanding customer experience and increases customer satisfaction and loyalty while serving families and businesses located in rural and suburban areas.
- Utilizes superior organization skills and unmatched attention to detail to keep thorough and accurate daily reports regarding changes in customer data and to forward the mail when necessary.
- Leverages strong conflict resolution skills to manage problems, conduct RCA investigations, and deliver completed documentation.
- In charge of arranging mail and packages in delivery sequence for the assigned route and loading as well as unloading vehicles to ensure safe and efficient delivery.
- Obtains signatures for certified, registered, and delivery confirmations and completes the necessary paperwork.

Logistics/Office Manager Company

01/12 - 12/20
City, ST

- Increased revenue from \$50k to \$150k and reduced expenses from \$30k to \$20k due to a solid understanding of sales and finances.
- Distributed responsibilities to employees using strong delegation skills, while maximizing the logistics department's potential to accomplish organizational goals.
- An effective communicator, accountable for negotiating profitable contracts to meet and exceed client and company expectations.
- Strategically planned and managed warehouse, transportation, and customer services with a strong focus on meeting cost and productivity goals.
- Managed a team of five associates and all aspects of office operations ranging from payroll and vehicle purchases to background checks of associates while simultaneously adhering to all the safety regulations and predefined standards.