ROBERT SMITH

**Sr. Logistics Manager**

**E­mail:** info@website.com **Phone: (0123)­456­789**

**SUMMARY**

Logistics professional with over seven years of requisite experience. Expertise lies in recruiting, training and supervising. Evaluated productivity and efficiency of employees to troubleshoot any weaknesses.

**SKILLS**

Microsoft Suite, Logistics Management, Leadership Development, Leadership Training, Mentoring

**WORK EXPERIENCE**

# Sr. Logistics Manager

ABC Corporation ­ September 2014 – Present

* 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 day­to­day activities of multiple employees by implementing the use of producteev online scheduling system.
* Manually created shipments, assigned carriers, and dispatched shipments.
* Forwarded client­related 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 returns between origin and interim transportation departments. Drafted end of the year reports presenting accomplishments and progress to management.

# Warehouse Manager

ABC Corporation ­ November 2013 – Present

* Coordinated the move of our entire company and inventory from a 35,000 square foot warehouse to a brand new 40,000 square foot warehouse.
* Processed customs duties and fees quickly to release international shipments.
* Negotiated bulk shipping discounts with contracted international shipments.
* Evaluated operational records and made scheduling adjustments to maximize efficiency.
* Conducted monthly, quarterly, and yearly inventories of warehouse stock.
* Reported inventory balances and cycle counts in multiple accounting systems.
* Resolved service issues in a timely manner, including coordinating and processing returns.

**SCHOLASTICS**

* Business Manager ­ September 2009(The Fitness Institute &amp; Pilates Studio ­ Williamsville, NY)