

ROBERT SMITH

Sr. Logistics Manager

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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 day-to-day activities of multiple employees by implementing the use of producteev online scheduling system.
- Manually created shipments, assigned carriers, and dispatched shipments.
- Forwarded client-related 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 & Pilates Studio - Williamsville, NY)