

Robert Smith

Fleet Administrator

CONTACT DETAILS

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PERSONAL STATEMENT

Hardworking, organized, Fleet Administrator professional with a proven background delivering sensible fleet technology solutions on time and under budget while working as a team leader.

SKILLS

Human Resources,
Administrative
Assistance, Leadership,
Supervisory , Customer
Service.

WORK EXPERIENCE

Fleet Administrator

ABC Corporation - August 2011 - June 2011

Responsibilities:

- Coordinated the new vendor and our trucking and safety departments to ensure that our fleet was continually compliant with both state and federal regulations.
- Required to stay current with DOT regulations and how they would affect our fleet.
- Constructed and produced reports for Dawson, the IRS, federal audits when requested as well as any documents requested for insurance and legal purposes.
- Produced financial reports monthly and reconciled our in-house parts provider, which required that all expenses were allocated to individual fleet units for cost accounting analysis.
- Worked closely with our IT department to remedy data conflicts and to produce comparative reports to verify the accuracy of our information.
- Responsible for the procurement of new fleet units and the sales of those units taken out of service.
- Replaced chemical vendors with environmentally friendly suppliers using biodegradable chemicals and other liquid cleaning products.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

Fleet Administrator

Delta Corporation - 2007 - 2011

Responsibilities:

- Getting Bank vehicles ready for sale day -customer service (phone, email, in-person) -Microsoft office -redemption & consignment -cutting checks.
- Processed tag work for rental fleet Assigned control numbers for new & used vehicles Planned daily schedule for shuttle drivers Responsible incoming.
- Negotiated and authorized contracts with service and equipment suppliers Collaborated with other managers and staff members to formulate.
- Coordinated all maintenance for all vehicles as well as all the registrations and titling, Handled all remarketing and scheduling.
- Provided all fuel cards and PIN numbers for all.
- Provided all Business Licenses for all locations.
- Order Parts, Create and Complete Work Orders, Maintain Service Records, Oversee Bus Availability, Run Monthly Inventory Usage Reports, and Use CAT.

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

High School Diploma