



ETHAN MARTINEZ

Fleet Assistant

PROFESSIONAL SUMMARY

With seven years of comprehensive experience in fleet assistance, I have consistently improved operational efficiency through effective vehicle management and maintenance coordination. My expertise includes ensuring compliance with industry regulations while fostering strong communication with drivers and stakeholders. I am poised to bring my skills in logistics and documentation management to a forward-thinking team dedicated to excellence.

WORK EXPERIENCE

Fleet Assistant

Jan / 2021-Ongoing

Blue Sky Innovations

Chicago, IL

1. Calculated projected costs and sales prices for government contracts, leading to a 98% contract win rate.
2. Ensured all vehicles had the proper codes and options for compliance and efficiency.
3. Conducted competitor analysis to enhance bidding strategies, resulting in improved contract competitiveness.
4. Performed thorough cleaning and maintenance of rental vehicles to maintain high standards.
5. Managed reception duties, including client communication and scheduling.
6. Maintained accurate records through data entry into spreadsheets and generated usage reports.
7. Coordinated the procurement of license plates and ensured vehicle registration compliance.

Fleet Assistant

Jan / 2018-Jan / 2021

Cactus Creek Solutions

Phoenix, AZ

1. Monitored driver leave and consumption reports, providing timely updates to management.
2. Managed documentation for joint command coordination center letters, ensuring accurate distribution.
3. Maintained generator logbooks, tracking operational hours and scheduling maintenance.
4. Assisted in refueling operations and conducted fuel sample testing for quality assurance.
5. Supported general clerical duties within the fleet department, enhancing document organization.

EDUCATION

Associate of Applied Science in Logistics Management

Jan / 2015 - Jan / 2018

City College

Seattle, WA

Focused on logistics and fleet management principles, enhancing operational efficiency.

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SKILLS

Fleet Management Software



Driver Background Checks



Motor Vehicle Record Analysis



Substance Abuse Screening



Driver Training Coordination



INTERESTS

Scuba Diving

E-sports

Reading Fiction

Puzzle Solving

STRENGTHS

Stewardship

Teamwork

Tenacity

Vision

LANGUAGES



English



Japanese



Russian

ACHIEVEMENTS

Successfully coordinated maintenance for a fleet of over 150 vehicles, reducing downtime by 20%.

Implemented a new tracking system that improved vehicle utilization rates by 15%.