ROBERT SMITH

Junior Fleet Coordinator

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Junior Fleet Coordinator, adept at functioning well as an independent worker with little to no supervision. Especially skilled at maintaining superb relationship networks with clients vendors and all levels of staff with a high degree of courtesy and professionalism.

CORE COMPETENCIES

Microsoft Office, Windows, Sales, Customer Service, Management, As400.

PROFESSIONAL EXPERIENCE

Junior Fleet Coordinator

ABC Corporation - June 2012 – October 2014

Key Deliverables:

- Assist management in extensive day to day operations of a fleet including over 6,000 pieces of rolling equipment.
- Establish and maintain professional working relationships with outside vendors and representatives.
- Approve or deny all outside breakdowns and vendor repairs.
- Depreciation reporting on all equipment in order to coordinate when outdated equipment needed to be replaced.
- Evaluate depreciated equipment to sale and plan procurement strategies.
- Generate numerous data and cost reporting metrics of high volume vendors to mitigate overall expenses.
- Approve all fleet accounts, purchases, and review invoices for cost accuracy.

Fleet Coordinator

ABC Corporation - 2010 – 2012

Key Deliverables:

- Provides a vehicle fleet reservation service for TC Employees.
- Ensures the ongoing safe operation and utilization of all Fleet equipment.
- Schedules and assigns fleet to ensure timely, complete and accurate performance against customer requirements
- Maintains operational records and databases for, monitors the use of.
- Prepares reports from these records for Regional Management use.
- This is Dummy Description data, Replace with job description relevant to your current role.
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EDUCATION

2259 Oak Street, Old Forge, New York, 13420

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Bachelor of Science in Business Administration Finance - 2009 (University of North Carolina at Charlotte - Charlotte, NC)

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