

Robert Smith

Supply Chain And Logistics Analyst

CONTACT DETAILS

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PERSONAL STATEMENT

Logistics Analyst, who's determined to meet internal and external customer and employer needs. Take pride in maintaining a good working relationship with all employees. Highly motivated and self driven with a passion to learn and succeed. Extremely approachable team player and adapts well to new procedure.

WORK EXPERIENCE

Supply Chain And Logistics Analyst

ABC Corporation - June 2009 - May 2010

Responsibilities:

- Monitored assigned tasks and update Managers of all issues, concerns, problems and accomplishments.
- Submitted recommendations for process improvements to all routes.
- Performed special high priority tasks assigned by Plant Manager.
- Utilized databases and existing tools and standard reports to generate metrics and analysis reports.
- Utilize presentation tools such as Excel, PowerPoint, etc.
- Performed analysis of generated periodic reports and the data resident in databases as required.
- Assisted in the development of program management presentations and associated materials.

Logistics Analyst

ABC Corporation - 2008 - 2009

Responsibilities:

- Account representative for clients of Andersen & Andersen.
- Audited, monitored Caterpillar contract (client).
- Worked in Asnieres, France; Riyadh, Saudi Arabia.
- Revised and adapted weekly construction schedules to consist of maximum 1400 hours as regulated by home office.
- Supervised, coached and counseled staff of 10 employees in workshop format.
- Coordinated daily operations and morning staff meetings, addressed and resolved customer complaints.
- CVBonap 2.

Education

General Studies - (La Tech University)

SKILLS

Microsoft Excel,
Microsoft Office,
Negotiating, Analytical
Skills, Inventory
Management, Forklift
Certified.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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