

Logistics Analyst Task Lead

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Objective

Results focused Project Manager with record of progressively responsible and successful experience in high volume, fast paced environments. Background includes providing program and product support to public and private clients.

Skills

Excel, Word, Powerpoint, Transportation, Supply Chain Management, Supervising, ERP.

Work Experience

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ABC Corporation - February 2010 – August 2010

- Submitted, tracked, and invoiced all contract line items for 20+ open contracts.
- Recovered \$1.2 million in unbilled revenue for fiscal year 2010 by reviewing current contracts and crossreferencing billed vs unbilled line items.
- Created and tracked all purchase orders for logistics team.
- Submitted new and updated purchase orders to ensure timely payment of invoices.
- Ordered, tracked, and shipped customer deliverables for contracted orders.
- Ensured all packages met International Traffic & Arms regulations prior to international shipment.
- Tracked invoices by supplier and purchase order to prevent overrun of line items.

Logistics Analyst

ABC Corporation - 2005 – 2010

- Create monthly and quarterly benchmark/scorecard analytics to illustrate cost associated with transportation for all road modes with an annual N.A. spend over \$300MM.
- Monitor and track suppliers across all accounts to measure performance against contractual agreements and while monitor our specific contractual agreements with BPOs accounts.
- Work directly with BPOs accounts to facilitate their needs and bring in resources if needed for a successful completion in a timely manner.
- Create interactive what-if models using excel for senior management to view the impact of fuel increases per account or overall business.
- Assist procurement with budgets, RFPs, route optimization and various ad hoc complex tasks.
- Data drill to find new opportunities for efficiency in BPOs distribution network..

Education

Project Management - (Keller Graduate School of Management, DeVry University - Downers Grove, IL)