

## Personal statement

A target focused, commercially aware and highly motivated Logistics manager who has a natural affinity for change and an engaging management style. Mary has a track record of utilising fleet and driver resources to deliver promises in the most cost efficient way. Added to this is the fact that as a superb communicator she will be able to work closely with other colleagues to explore potential opportunities for cost reduction. She has a comprehensive understanding of logistics methodology, depot management, warehouse activities, inventory control, as well as imports and exports. She is now looking to be part of something special, and wants to work for a dynamic and fast paced company that provides unequalled career opportunities.

## Employment History

### Distribution Company - Coventry

**LOGISTICS MANAGER**      **April 2009 - Present**

Responsible for making sure that all logistics and distribution activities adhere to environmental legislation and comply with all health and safety requirements. Also in charge of ensuring that all staff are adequately trained and skilled to deliver the qualitative service that is expected of them.

#### Duties:

- Directing and managing all logistic staff and subordinates.
- Ensuring that all appropriate documentation is kept on file and available for inspection at all times.
- Monitoring the cost, quality, and efficiency of both the movement and storage of stock and goods.
- Tracking deliveries and making sure the right stuff gets to the right place.
- Negotiating costs with suppliers, couriers and other third parties.
- Ability to establish a rapport with people from all social backgrounds.
- Regularly liaising with the companies' fleet of drivers.
- Using the latest tracking software to document, track and locate stock being delivered.
- Arranging for the purchase and supply of specialist equipment.

### Manufacturing Company - London

**ASSISTANT LOGISTICS MANAGER**      **October 2008 – April 2009**

### Hospitality Company - Watford

**TEAM LEADER**      **June 2008 – October 2008**

## Areas of Expertise

Transportation matters	Traffic operations	Logistics planning	Operational excellence
Cost reviews	Air freight	Customer focused	New Business Support
Distribution Industry	Stock management	Workload forecasting	Warehousing

### Logistic Management skills

- Maximizing earnings by keeping down labour, materials, fixed costs and any other overheads.
- Managing and promoting talented staff.
- Practical experience managing Health and Safety operationally across a large team.
- Having an awareness of different cultures and a diplomatic approach to any associated conflicts.
- Innovative and able to clearly and concisely present business proposals.
- Operational experience in running own fleet and third party logistics.

## Academic Qualifications

Birmingham North University - 2005 - 2008 - Hospitality & Management BA (Hons)  
 Sales & Marketing - Diploma  
 Birmingham South College - 2003 - 2005 - Commerce Diploma

**References** - Available on request.



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