
DISTRIBUTION MANAGER RESUME

Job Objective:

Seeking a challenging position as Distribution Manager in an organization that will effectively utilize my experience and offers opportunity for career growth.

Highlights of Qualifications:

- Strong accomplished experience in distribution management in the food industry
 - Exceptional knowledge of delivery operations, distribution legalities and employee management
 - In-depth knowledge of DOT regulations, warehousing practices, general accounting practices/budgeting, purchasing techniques
 - Wide knowledge of inventory control practices, principles of inventory management, and elements of the physical distribution system
 - Skilled in selecting, implementing and using warehouse management systems
 - Ability to read and interpret safety rules, operating and maintenance instructions, and procedure manuals.
 - Proficient in MS Office Suite – Excel, Word and MS Access
 - Ability to supervise and delegates tasks to warehouse employees
 - Excellent communication, analytical and organizational skills
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Professional Experience:

Distribution Manager
Ralcorp, Somerville, MA
August 2005 – Present

Responsibilities:

- Prepared budgets and capital justifications for the warehouse to ensure productivity and minimize cost.
 - Followed up on production, QA and customer issues and concerns.
 - Managed supervisory and administrative personnel and overseen supervision of warehouse hourly personnel.
 - Supported training and improvement initiatives.
 - Ensured compliance to health and safety standards maintained by the employees.
 - Conducted performance evaluations and disciplinary follow up.
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Distribution Manager
Sara Lee, Somerville, MA
May 2000 – July 2005

Responsibilities:

- Managed shipment status to meet on-time and accurate delivery requirements.
 - Prepared budget for distribution and transportation.
 - Scheduled, assigned and directed workforce.
 - Trained, monitored and evaluated workforce.
 - Processed payroll for all distribution employees.
 - Enforced Food Safety Plan and the Food Quality Plan procedures.
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Education:

Bachelor's Degrees in Business Administration
Bismarck State College, Bismarck, ND

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