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# DISTRIBUTION SUPERVISOR RESUME

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## Objective:

Searching for an opportunity to use my years of experience as Distribution Supervisor to increase the client base and sales for the right company.

## Highlights of Qualifications:

- Certified CFR 49, IATA, and IMO professional
- Strong supervising experience in distribution management
- In-depth knowledge of Distribution operations and merchandise flow
- Solid understanding of developing and implementing process improvements
- Good understanding of supervisory approaches for work direction, performance management, and disciplinary action
- Proficient in Microsoft Office Suite
- Amazing ability to adapt altering organizational and functional needs
- Outstanding ability to work across multiple functions and disciplines
- Excellent verbal and written communication skills
- Strong organization, time management, prioritization skills

## Professional Experience:

Distribution Supervisor, August 2005 to till date  
BNY Mellon, Madison, WI

- Ensured materials and goods are available to meet customer demand.
- Established and modified operational methods and procedures.
- Maintained documentation and prepared reports which reflect the effectiveness and efficiency of department activities.
- Managed subordinates in the achievement of goals and objectives.
- Established and recommended changes to policies to improve the organization.
- Managed the coordination of activities within the department with responsibility for costs, methods, and employees.

Distribution Supervisor, June 2002 to July 2005  
ResMed, Madison, WI

- Ensured health, safety and cleanliness of the work environment.
- Oversaw inspection and maintenance of equipment is done on a regular basis.
- Optimized transport route to minimize cost through effective use of back-haul opportunities.
- Ensured raw materials and finished products are timely received and delivered.
- Minimized production costs and assisted sales department.
- Ensured disciplined and safe work environment.
- Provided timely services.

## Education:

Bachelor's Degree in Engineering, Los Angeles Southwest College, Los Angeles, CA

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