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## Fleet Administrator Resume

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### Job Objective

To use my experience and expertise as a Fleet Administrator to help boost the organization and increase sales.

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### Highlights of Qualifications:

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- Remarkable experience in Business Administration and Accounting
  - Huge knowledge of fleet administration, automobile maintenance and fleet management
  - Deep knowledge of automotive and heavy equipment maintenance and practices associated with automotive and mechanical equipment
  - Familiarity with techniques of cost analysis, automated systems and equipment specifications
  - Amazing ability to evaluate operating effectiveness
  - Outstanding ability to review information and draw valid conclusions
  - Superior communication skills
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### Professional Experience:

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Fleet Administrator  
Fleet One, Nashville, TN  
November 2007 – Present

- Managed fleet availability and maintained legal requirements.
- Maintained vehicle information and imparted information.
- Administered vehicles in Fleet Management System database.
- Formulated monthly reports on maintenance, fuel expenses and inventory level.
- Conducted periodic vehicle inventory.
- Imparted guidance and completed registrations.

Fleet Administrator  
Mills Fleet Farm, Nashville, TN  
December 2003 – October 2007

- Aided System and suggested additions and deletions to fleet.
  - Managed users by conducting mechanical checks.
  - Outlined present and future automobile needs.
  - Drafted automobile fleet operational requirements.
  - Maintained movements of non-vehicle assets.
  - Formulated monthly reports on performance, maintenance, usage and fuel expenditures.
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### Education:

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Bachelor's Degree in Automotive Technology  
Butler University, Indianapolis, IN

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