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## Fleet Coordinator Resume

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### Job Objective

To obtain a Fleet Coordinator position in a highly reputed organization.

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### Work Experience:

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Fleet Coordinator, August 2005 – Present  
Whistle, Inc., Ashland City, TN

- Coordinated general clerical duties like filing, processing paperwork, answering department questions.
- Maintained and updated vehicle information and parts inventory in computer system.
- Established working groups for developing joint standards and best practice exchange in specific areas.
- Managed and updated data base and broadcast information regarding aircraft capacity needs and availability.
- Liaised with other departments in fleet related matters.

Fleet Coordinator, May 2000 – July 2005  
Embade Corporation, Ashland City, TN

- Assisted with vehicle remarketing and vehicle purchasing.
  - Maintained vehicle website data for accurate driver assignments and cost allocations.
  - Performed inventory maintenance and inventory control.
  - Coordinated the collection of personal mileage information.
  - Reconciled fleet vehicle billable and expense reports.
  - Coordinated in registration of fleet vehicle.
  - Coordinated the scheduling of Pool Vehicles for employees.
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### Summary of Qualifications:

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- Strong accomplished experience in fleet strategy department
  - Excellent facilitation, consensus building and cross cultural work experience
  - Amazing ability to easily resolve all existing fleet issues
  - Established network within Star Alliance and the manufacturing industry
  - Strong leadership, relationship intelligence and interpersonal skills
  - Superior business intelligence, creativity and entrepreneurial skills
  - Excellent communication and organizational skills
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### Education:

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High School Diploma, Thornton Fractional High School, Calumet City, IL

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