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## Fleet Manager Resume

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### Job Objective

Respected Fleet Manager seeks position where my skills would be used for the betterment of the company and its employees.

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### Highlights of Qualifications:

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- Exceptional experience in maintaining fleet
  - Thorough knowledge of fleet legalization process
  - Operational knowledge of government agencies
  - Ability to coordinate with all subordinates
  - Ability to resolve all issues efficiently
  - Sound Microsoft Office skills
  - Good communication skills in both forms
  - Ability to design budgets
  - Solid understanding of compliance programs
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### Professional Experience:

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#### Fleet Manager

CRST International, Inc., Bluefield, VA

October 2008 – Present

- Prepared presentations and provided training.
- Participated in safety meetings and maintained productivity.
- Evaluated all capital equipment requisitions and achieved objectives.
- Monitored vehicles and ensured compliance to operational requirements.
- Administered staff in maintenance shops.
- Analyzed all requirements of staff and provided appropriated training.
- Maintained neat and clean work area at all times.
- Coordinated with employees and increased productivity.

#### Fleet Administrator

Pilgrim's Pride, Bluefield, VA

August 2003 – September 2008

- Administered fleet requirements and ensured work within timeframe.
  - Assisted to renew registrations and managed issues.
  - Maintained knowledge on all safety procedures in work area.
  - Documented equipment transfers and sold equipment details.
  - Ensured compliance to all state and federal regulations.
  - Monitored taxes for all fleet such as property and fuel.
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### Education:

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Bachelor's Degree in Engineering

Dickinson College, Carlisle, PA

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