
Operations Management Trainee Resume

Job Objective

Inspiring Operations Management Trainee seeking position with dependable company in which to use my skills to boost company image and reputation.

Highlights of Qualifications:

- Vast experience in Transportation, Dispatch and Logistics
 - Exceptional ability to assimilate complete information, data
 - Strong ability to prioritize departmental functions in order to meet due dates and deadlines
 - Proficient with the MS Office suite
 - Excellent verbal and written communications skills
 - Exceptional time management and organizational skills
 - Ability to complete route analyses, make travel reservations
 - Ability to meet all reporting requirements and training arrangements
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Professional Experience:

Operations Management Trainee
Dot Foods, Inc., Lakewood, OH
January 2009 – Present

- Operated Waste Management drivers.
- Analyzed and maximized route sequencing efficiency
- Documented specific route and customer data.
- Determined routes to find out enhancement opportunities.
- Participated in all mandatory training sessions and area mentor programs.

Operations Management Trainee
Con-way, Lakewood, OH
March 2004 – December 2008

- Collaborated with Operations Managers to effectively audit routes.
 - Participated in periodic driver and safety meetings.
 - Maintained working relationship with employees.
 - Promoted maximum drive, productivity and efficiency.
 - Supported analysis and review daily operations.
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Education:

Bachelor's Degree in Business – Project Management
San Diego State University, San Diego, CA

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