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## Operations Management Trainee Resume

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### Job Objective

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

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### Highlights of Qualifications:

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- 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:

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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:

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

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