
Vehicle Fleet Manager Resume

Job Objective

Seeking a position in which to enhance my career as Vehicle Fleet Manager by becoming a valued member of your team.

Highlights of Qualifications:

- Huge experience in managing multi location fleet and maintaining vehicle facility and executing high security procedures
 - Exceptional knowledge of fleet management policies and regulations
 - Operational knowledge vehicle maintenance
 - Outstanding ability to develop and implement budget
 - Ability to document all reports and policies
 - Amazing skills to analyze and resolve all problems
 - Ability to identify and implement an automated fleet management system
 - Skilled to evaluate all repairs and recommended corrective actions
 - Proficient in working on computers and all necessary software
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Professional Experience:

Vehicle Fleet Manager

World Technical Services Inc, San Jose, CA

October 2008 – Present

- Developed vehicle specifications according to operational requirements.
- Maintained an operational fleet and ensured implementation of business strategy.
- Recommended cost effective vehicle vendors for process.
- Coordinated with operation staff and evaluated all repair work done and identified areas to save costs.
- Monitored management system and tracked all movements of fleet.
- Analyzed lifecycle of fleet and recommended replacements to fleet according to costs.
- Managed maintenance and fuel programs and ensured absence of all discrepancies.
- Documented all financial reports and provided timely reports.

Vehicle Fleet Specialist

ConocoPhillips, San Jose, CA

August 2003 – September 2008

- Scheduled both corrective and preventative maintenance for vehicle.
- Maintained vehicles and ensured its clean and safe to drive at all times.
- Monitored all drivers and ensured driver can legally drive a vehicle.
- Managed all requests and prioritized it according to requirement.
- Reorganized all routes and monitored all new assignments.
- Assisted manager in buying and selling of various fleet vehicles.

Vehicle Fleet Coordinator

Altair Engineering, San Jose, CA

May 1998 – July 2003

- Monitored centralized vehicle ordering process and maintained records of credit balances of specific dealers.
 - Identified any issues in centralized vehicle ordering process and escalated issues.
 - Maintained all floor planning systems.
 - Coordinated with field personnel and facilitated in floor planning transactions.
 - Prepared and generated floor plan reports on a weekly and monthly basis.
 - Assisted various departments and completed all jobs related to projects.
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Education:

Bachelor's Degree in Engineering

John Carroll University, University Heights, OH

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