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QUALIFICATIONS PROFILE

Fleet Operation Manager: For the past four years, I have excelled as a fleet manager, transforming a small fleet into a powerhouse of over 200 trucks. My dynamic leadership and hands-on management of a diesel repair shop for two years have sharpened my skills to perfection. I've mastered cutting-edge diagnostic platforms like J-PRO, Insight Cummins, Diagnostic Link, and Tech Tool, ensuring peak performance and efficiency.

My expertise extends to top-tier Transportation Management Systems (TMS) such as Alvys, Trimble, and Oracle, driving streamlined operations and superior logistics. On the equipment front, I've leveraged the power of Samsara, Lytx, and Fleet Rock to optimize fleet management. I've forged strong alliances with numerous vendors, securing unbeatable deals on parts and road services, and cutting costs while boosting reliability.

With extensive experience in shop management platforms Full Bay and Mitchell-1, I've revolutionized maintenance protocols and set new benchmarks in fleet operations. My proactive approach and innovative strategies have consistently delivered exceptional results, making me a key asset in fleet management and operations.

Distribution & Logistics: Instrumental in spearheading logistics operations with a keen focus on employing industry best practices, solutions, and operating procedures; imperative for reducing shipment costs, improving service delivery, and maintaining customer retention in a continually evolving business environment.

Procurement & Inventory Management: Adept at visualizing cost-efficient opportunities, market trends, and business requirements to drive business value through improved procurement and asset management strategies. Proficient in Warehouse Management Systems (WMS), including Oracle and JD Edwards.

Real Estate Portfolio Management: Expertise in asset allocation, risk adjustment, transaction supervision, and the execution of investment selection and property-level strategies. Proven ability to leverage financial, technical, and commercial management resources to uplift the potential of the property and maximize client circumstances.

PROFESSIONAL EXPERIENCE

FLEET OPERATIONS MANAGER (NOVEMBER 2022 - PRESENT)

Hermes NVC, Bolingbrook, IL

As a fleet manager, I oversee the regular maintenance and repairs of trucks and reefers while ensuring compliance with FMCSA regulations and safety standards. I conduct road tests for drivers and assist with emergency load deliveries. Additionally, I compile reports measuring operational efficiency, including equipment utilization, driver miles, equipment aging, and repair costs both inside and outside of the house. I respond to road breakdowns and ensure swift repairs are made. I also develop and manage the fleet budget with a focus on cost control, while recruiting, training, and supervising drivers to monitor their performance. I am responsible for creating efficient delivery schedules and routing, as well as managing inventory for truck parts, supplies, and equipment. Using telematics, I track and monitor fleet performance, maintaining records and submitting regulatory reports. I implement risk management strategies to ensure cargo security and maintain strong communication with clients to ensure satisfaction with deliveries.

FLEET/ SHOP MANAGER (APRIL 2021 – NOVEMBER 2022)

Sargent Logistics, Chicago, IL

I was responsible for the maintenance of trucks, trailers, and containers, equating to a total of 300 units of equipment. I performed driver's road tests, hiring, disciplinary measures, and terminations. I successfully drafted and enforced several SOP's for drivers' DVRs, trucks, and trailer's preventive maintenance. I sourced, procured, and managed inventory for the company repair shop. Worked with various shop management platforms including Mitchell-1 and Full- Bay. Diagnosed trucks using OEM software, including but not limited to J-PRO, Volvo Tech Tool, Diagnostic Link, and Cummins Insite. I installed and troubleshoot company-issued tablets and performed tablet updates periodically. I also troubleshoot Samsara ELDs and installed safety cameras. I acted as the primary point of contact for all road breakdowns during and after hours, truck and trailer equipment troubleshooting, and towing services. Additionally, I drove trucks to dealers for advanced repairs and OEM equipment programming.

Key Achievements:

- ✓ Drafted several SOPs spanning several departments such as drivers' DVIRs, Trailer, and Truck Preventive Maintenance.
- ✓ Designed driver's weekly miles tracker to better understand the needs of our drivers.
- ✓ Improved driver retention by introducing safety score rewards and bonuses for extra work.
- ✓ Improved company maintenance score by incorporating control points before releasing trucks to new drivers.
- ✓ Managed repair shop bay extension to accommodate 53 foot trailers thus restoring complete trailer repairs during winter season.
- ✓ Supported Sargent during the transition from Excel spreadsheets to TMS - Trimble.

FLEET MANAGER (OCTOBER 2020 – APRIL 2021)

Schneider, Chicago, IL

Managed both daily logistical operations and a driver fleet of approximately 50 drivers while logistically meeting customer needs. Developed amiable, genuine, and supportive relations with drivers on a personal and professional level and collaborated with other departments to solve logistic problems. Encouraged safe work actions by attending company safe-track meetings, conducting safety (risk) assessments, and holding one-on-one/group meetings. Reduced safety risk by 35%. Ensured driver compliance with Schneider and DOT rules and regulations. Held one-on-one weekly meetings to help reduce violations with high offenders. Conducted driver appraisal performance and took disciplinary measures when required. Generated the monthly profit and loss freight report, including orders delivered and orders missed. Maintained the implementation of managerial programs and requirements, along with analyzing and evaluating internal (fuel, idling, maintenance, etc.) work operations for improvement of the assets. Kept track of drivers' hours and miles, and planned routes to achieve maximum productivity in allocated hours. Managed driver payroll and daily assignment workflow. Utilized Oracle SAP ERP systems to manage dispatching, power units, freight movement, and driver daily assignments.

Key Achievements

- ✓ Effectively manage a fleet of over 50 trucks, while maintaining a 98% on-time delivery percentage for our respective customers.
- ✓ Consistently ranks among Schneider's top fleet managers based on weekly safety-critical events, ELD violations, and utilization percentages.

PROGRAM MANAGER (2017 TO 2020)

Wesco Aircraft, Midwest, USA

I was responsible for supporting comprehensive supply chain management services to the global aerospace industry. I oversaw operations of five chemical programs located at various aerospace customer sites in the Midwest. I coordinated with clients to track progress and ensure compliance with contractual obligations. I developed inventory forecasts, evaluated inventory management metrics, and analyzed historical data, product trends, and sales forecasts to devise plans imperative for effective resource allocation, maintaining optimal inventory levels, and driving sales. I led cost analysis and monitored the implementation of cost-saving initiatives to compile financial metrics and highlight financial performance, consequently supporting business decisions and securing cost-reduction opportunities. I recruited and trained employees, identified training requirements, and approved wage changes and promotions while ensuring strict adherence to budget restrictions and compensation policies. I conducted performance evaluations to uplift operational efficiency and align efforts with clients' strategic goals.

Key Achievements:

- ✓ *Successfully maintained 97% forecast accuracy against the actual demand.*
- ✓ *Reduced waste by 90% by executing cost-reduction strategies and optimizing inventory.*

SITE MANAGER (2013 TO 2017)

Haas Group International/Wesco Aircraft, Niles, IL

Enabled consistent business development and maintained customer retention by implementing industry best practices for cost-efficient inventory management and logistics control.

Performed weekly chemical inventory scans to replenish stocks and maintain required inventory levels, vital for consistent operational development. Supported procurement teams to exceed customers' purchasing expectations and procure goods while meeting qualitative and quantitative standards. Facilitated negotiation with suppliers to minimize fiscal chemical spend and reach mutually beneficial agreements, meeting Woodward chemical cost expectations and MOQ targets. Supervised shipment tracking from suppliers to hubs to minimize irregularities and implemented quality checks to ensure client satisfaction.

Key Achievements

- ✓ Maintained 99% OTD metrics reported every month.
- ✓ Improved procurement and reduced chemical waste by over 50% by streamlining operations and processes.
- ✓ Served as Haas representative in meetings with customers, business and organizational groups, local municipalities, and regulatory agencies.

QUALITY CONTROL SUPERVISOR (2010 TO 2012)

Oxy-Dry Food Blends, Addison, IL

Oversaw and monitored the inspection and testing of materials, products, and manufacturing processes to comply with established quality standards and regulatory guidelines

Devised food safety policies, developed quality management programs based on GMP and HACCP principles, implemented prerequisite programs, and maintained the effectiveness of standard operating procedures to comply with safety standards, mitigate food safety-related risks, and streamline production within the facility. Conducted various experiments to gather data related to the physical and chemical characteristics of dry powder products and validate the outgoing products.

Key Achievements:

- ✓ *Slashed microbiological testing time by optimizing safety checkpoints on the production line and laboratory operations.*

Additional experience *as a Sales Associate at Century Tile*

EDUCATION & CREDENTIALS

Florida Institute of Technology – Melbourne, FL

Master of Science in Logistics and Supply Chain Management – Graduated 2016

Certifications

Microsoft Office Specialist (MOS), CompTIA Network+; CompTIA A+; Certified Forklift Operator; CDL Driver License Holder

FMCSA DOT Annual Inspection Certification 2024

Linguistics:

Fluent in Polish language