

Sofia Patel

sofia.patel@example.com • (555) 123-4567 • Austin, TX • [linkedin.com/in/sofiapatel](#)

SUMMARY

Results-driven Fleet Manager with over 6 years of experience in optimizing fleet operations and enhancing efficiency. Proven track record in reducing operational costs and improving vehicle uptime through strategic planning and technology integration.

EXPERIENCE

Fleet Manager

Jan 2022 - Present

Swift Logistics Inc., Austin, TX

- Reduced fleet maintenance costs by 20% through effective vendor negotiations and preventive maintenance schedules.
- Implemented a GPS tracking system that improved route optimization, resulting in a 15% decrease in fuel consumption.
- Led a team of 10, overseeing day-to-day fleet operations and ensuring compliance with safety regulations.

Assistant Fleet Manager

Jun 2018 - Dec 2021

Green Transport Solutions, Dallas, TX

- Assisted in fleet operations for over 200 vehicles, achieving a 30% reduction in vehicle downtime.
- Coordinated training programs that improved driver safety scores by 25% over two years.
- Utilized fleet management software to streamline inventory and maintenance tracking.

Fleet Coordinator

Jul 2016 - May 2018

TransGlobal Freight, Houston, TX

- Managed scheduling and logistics for a fleet of 50 vehicles, ensuring on-time deliveries increased by 20%.
- Conducted regular performance reviews of fleet operations that led to an annual savings of \$50,000.
- Developed and maintained positive vendor relationships, enhancing service quality and reliability.

EDUCATION

Bachelor of Science in Logistics and Supply Chain Management

May 2018

University of Texas at Austin, Austin, TX • GPA: 3.7

SKILLS

Technical Skills: Fleet management software, GPS tracking systems, Data analysis, Preventive maintenance planning

Tools & Frameworks: Teletrac Navman, Samsara, Microsoft Excel