

# JOSEPH TOWNSMANETTI

Burlington, VT | (802) 123-4567 | Joseph.T.Logistics@mygmail.com

## DISTRIBUTION OPERATIONS MANAGER

FLEET MANAGEMENT / WAREHOUSING / SHIPPING & RECEIVING  
Distribution Operations...Budget & Payroll...Compliance...Workforce Management

## PROFESSIONAL EXPERIENCE

**Distribution Operations Manager** | GET IT OUT, Burlington, VT 7/2016 – Present

- Hold full P&L accountability for daily operations and sales of a large distribution facility.
- Coordinate with Fleet Manager to schedule upkeep and maintenance of 30 trucks.
- Enforce a competitive, rewarding work culture that consistently fuels achievement of goals.
- Develop and implement budgets, manage payroll, and allocate capital improvement spend.
- Hire, train, and evaluate a highly skilled and dedicated team of 40 employees across two shifts.
- Cross train 30% of warehouse personnel in key tasks to ensure uninterrupted productivity.
- Set and maintain quality assurance and control standards to meet strict ISO certification.
- Plan, schedule, and assign workloads to ensure the on-time completion of shift work.
- Oversee truck drivers, pullers, stockers, order checkers, receiving and warehouse manager.
- Negotiate vendor contracts to secure the cost-effective purchase of warehousing materials.
- Schedule Safety meetings and ensure OSHA, DOT, and audit compliance.

**Delivery Manager** | LOGITSTIX WAY, Burlington, VT 3/2009 - 7/2016

- Directed the daily operations of a large Transportation Department.
- Managed the logistics of route schedules and a fleet of 60 delivery trucks.
- Directed a workforce of hourly drivers and three salaried employees.
- Coordinated the hiring and training of all delivery drivers.
- Tracked route payment collections activities, product rotation, and handheld device data.
- Ensured Department of Transportation (DOT) compliance.
- Handled employee payroll and fuel expenses.
- Reduced route breakage and incidents of product loss.
- Ensured satisfaction of customer door times.
- Logged all shift activities and resolved problems to prevent escalation.

## LICENSES & CERTIFICATES

Class CDL; HAZMAT Endorsement; Forklift, Cherry Picker

## COMPUTER SKILLS

Symbol Technology handhelds; Fed-Ex and UPS | Word, Excel, Outlook, AS/400