

# Jamien Trapane

Fleet Coordinator

## Profile

Dedicated Fleet Coordinator with 1 year of experience in managing and optimizing fleet operations. Adept at monitoring fleet performance, ensuring timely maintenance, and implementing cost-effective strategies. Proven ability to streamline processes, maintain compliance, and deliver outstanding customer service. Highly skilled in coordinating schedules and routes, with a focus on safety and efficiency. Demonstrates strong organizational and communication skills, with a keen eye for detail.

## Employment History

### Fleet Coordinator at Arizona Fleet Coordinators, AZ

Feb 2023 - Present

- Successfully managed a fleet of over 500 vehicles, leading to a 20% increase in overall efficiency and cost savings for Arizona Fleet Coordinators, AZ.
- Implemented a new preventive maintenance program that resulted in a 30% decrease in vehicle downtime and a 15% reduction in maintenance costs.
- Coordinated the acquisition and disposal of vehicles, resulting in a 10% increase in fleet value and a 25% reduction in time spent on administrative tasks.
- Developed and executed a comprehensive driver training program that led to a 40% reduction in accidents and a 50% decrease in insurance premiums.

### Assistant Fleet Coordinator at Roadrunner Fleet Services, AZ

Sep 2022 - Jan 2023

- Successfully managed a fleet of over 150 vehicles, ensuring optimal utilization and reducing vehicle downtime by 20%.
- Implemented a preventive maintenance program, resulting in a 15% reduction in repair costs and a 10% increase in overall fleet efficiency.
- Streamlined the vehicle assignment process, leading to a 25% decrease in administrative workload for the team and improved driver satisfaction.
- Coordinated with vendors and suppliers to negotiate better pricing and terms, saving the company \$50,000 annually in fleet-related expenses.

## Certificates

### Certified Transportation Professional (CTP)

Dec 2021

### NAFA Fleet Management Association's Certified Automotive Fleet Manager (CAFM)

Dec 2019

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## Education

### Associate Degree in Logistics Management at Chandler-Gilbert Community College, Chandler, AZ

Sep 2018 - May 2022

Relevant Coursework: Supply Chain Management, Inventory Control, Transportation and Distribution, Warehouse Management, Operations Management, Procurement and Purchasing, International Logistics, and Business Analytics.

## Links

[linkedin.com/in/jamientrapane](https://www.linkedin.com/in/jamientrapane)

## Skills

Route Optimization

GPS Tracking

Telematics Analysis

Fuel Management

Preventive Maintenance

Dispatch Coordination

Fleetio Software

## Languages

English

Bengali