

ADALYN SALANSKY

Transportation Clerk

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(310) 237-0791

123 Aspen Lane, Boulder, CO 80302



PROFILE

Dedicated Transportation Clerk with 1 year of experience in efficiently managing logistical tasks and coordinating transportation activities. Proficient in tracking and documenting shipments, scheduling deliveries, and maintaining accurate records. Excellent communication and problem-solving skills, with a strong commitment to ensuring timely and cost-effective transportation solutions.

LINKS

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

SKILLS

Route planning

Inventory management

Freight coordination

Documentation expertise

Microsoft Excel

Customer service

Time management

LANGUAGES

English

French

HOBBIES

Model train building

Road trip planning

Cycling

EMPLOYMENT HISTORY

● Transportation Clerk at Swift Transportation, CO

Apr 2023 - Present

- Successfully reduced transportation costs by 15% in 2019 through effective route optimization and negotiation with carriers, resulting in annual savings of over \$200,000 for Swift Transportation.
- Streamlined the shipment tracking process by implementing a new software system, which led to a 20% reduction in lost or delayed shipments and increased customer satisfaction ratings by 10% in 2020.
- Coordinated the onboarding and training of 12 new employees within the transportation department in 2018, helping to improve overall productivity by 25% and reduce employee turnover by 30%.
- Achieved a 98% on-time delivery rate in 2021, surpassing the company's target of 95%, and leading to a 5% increase in repeat business from satisfied clients.

● Junior Transportation Clerk at Schneider National, CO

Aug 2022 - Mar 2023

- Successfully coordinated the transportation of over 500 shipments per month, ensuring timely delivery and a 95% on-time rate for Schneider National in Colorado.
- Streamlined communication between drivers, dispatchers, and customers, reducing response time by 30% and increasing overall customer satisfaction by 20%.
- Implemented a new tracking system that increased shipment visibility and reduced lost or delayed shipments by 40%, resulting in significant cost savings for the company.

EDUCATION

Associate of Applied Science in Logistics and Transportation Management at Front Range Community College, Westminster, CO

Sep 2018 - May 2022

Relevant Coursework: Supply Chain Management, Inventory Control, Warehouse Management, Transportation Operations, Procurement and Purchasing, Logistics Technology, International Logistics, and Strategic Planning.

CERTIFICATES

Certified Transportation Professional (CTP)

Oct 2021

International Air Transport Association's Cargo Skills and Procedures Certification

Feb 2020