

JOHN BRODERSEN

OPERATIONS MANAGER

HUMAN RESOURCE MANAGER

MR. SAM HELTON

SEPTEMBER 16, 2019

Dear Mr. Helton,

It is a pleasure in applying for the advertised position of Operations Manager.

I have experience of managing 100 plus drivers as well as maintaining accounts on a daily basis, dealing with OTR drivers as well as dedicated. I have been in the transportation industry for 20+ years and know every aspect of trucking. I have dealt with brokers as well as customers on overages and shortages and making on-time deliveries, as well as insurance claims. I am a firm believer in the customer, comes first. I have also got experience in safety as far as the FMCSA and the CSA scores. Given a chance I can be a proven asset to your company.

As the Operations Manager I am responsible for running the warehouse which includes but not limited to recruiting, training, equipment, building and grounds maintenance, loading and unloading trucks, check-in inbound freight and entering the manifests in the computer. I schedule repairs and upgrades to the material handling equipment, our fleet of trucks, electrical, plumbing, HVAC, cooler, freezer, building and grounds. I route the trucks for the next day's deliveries and coordinate our schedule with the truck leasing Co. for routine as well as emergency repairs. I am the first contact in case of an emergency when the company is closed. I am on-call during off-hours in case a customer needed a product and could not wait until the next day of normal business operation.

I'm effective at building and managing relationships with all levels of business stakeholders, including senior executives, clients, sales management, operations and event management staff.

I welcome the opportunity to discuss my candidacy with you further, and I appreciate your consideration.

SINCERELY,

JOHN BRODERSEN

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