
Crystal M. Sanders

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PROFESSIONAL SUMMARY

Efficient Transportation Logistics professional well-versed in materials management and inventory reconciliation. Highly organized and detail-oriented with a talent for accurate shipment tracking and problem resolution. Versatile Transportation and Logistics Analyst experienced in both transportation and warehousing logistics. Extensive knowledge of customs regulations and tariff schedules, as well as advanced knowledge of Warehouse ^{Systems} ~~software~~ management.

SKILLS

- Current Secret Clearance
- Hazardous Materials/Handler/Packer
- Supply Chain and Resource
- Management Excellent time management
- Warehouse Management Systems

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WORK HISTORY

Joint Personnel Property Shipping Office, 08/17/11 to Current

United States Air Force – Colorado Springs, Colorado

- Managed government funds by controlling 8.9k storage lots saving contract funds of \$20K yearly.
- Streamlined household goods process with record inputs/updated; increased productivity 20% annually.
- Coordinated 1st ever threat response training encompassing multiple agencies increasing awareness for 80 personnel. Determined the most cost-effective procedures and routes for annual \$20+ million lbs. of Household Goods.
- Translated customer needs and priorities into actionable logistics strategies for multi million lbs. Assigned shipments to carriers in the centralized database.
- Communicated with dispatchers, warehouses and customers regarding outgoing Household Goods. Prioritized order security, accuracy and on-time pickup and delivery.
- Coached 7 other employees and assisted with quarterly performance reviews. Updated the database with changes in carrier status.
- Wrote reports and gave oral presentations to keep employees up-to-date on company goals and achievements.

Traffic Management Supervisor, 11/15/15-07/16

United States Air Force – Peterson AFB Colorado

- Supervised the work of 12 transportation personnel.
- Translated business needs and priorities into actionable logistics strategies.
- Supervised and assisted 6 foreign nationals in the transporting of goods across deployed

area of responsibility. Minimized

- Damage and repair costs through careful management and
- preventative maintenance. Took corrective action in the case of
- accidents and delays to minimize extra expenses.

Managed shipment schedules to maximize productivity and cut costs.

- Communicated with dispatchers, warehouses and
- customers regarding outgoing orders. Prioritized order
- security, accuracy and on-time pickup and delivery.

- Recommended investments in technology, capital, equipment systems and other assets
- to improve service quality. Wrote reports and gave oral presentations to keep employees
- up-to-date on company goals and achievements.

- Managed and monitored the workshop training requirements for 210 employees.

T raffic Management, 08/2008- 08/2011

United States Air Force – Goldsboro , North Carolina

- Oversaw the work of 5 transportation personnel ensuring 100% accountability of DoD funds/resources.
- Consulted alongside foreign nationals in the joint collaboration transporting goods in deployed area of responsibility. Communicated with dispatchers, warehouses and customers regarding outgoing / incoming orders.
- Prioritized order security, accuracy and on-time pickup and delivery.
- Coached 12 other employees and assisted with quarterly performance reviews. Prepared documents for shipment damage claims submissions.
- Updated the database with changes in carrier status.
- Received all imported goods and verified product condition and count.
- Monitored the return and exchange processes for DoD aircraft parts from customer to supplier. Conducted off-site inspections with transportation companies in accordance with DoD Contract.
- Determined the most expeditious and cost-effective procedures and routes for Personal Goods and High Value Cargo shipments.
- Gathered, logged and monitored all cargo shipping data.

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High School Diploma: 2004

Williamsburg Jr/Sr High School, Williamsburg Pa

Embry Riddle

Aeronautical

University -

Continuing education

in Supply Chain

Management. **Annual**

Training:

- **United States Air Force -**

- Airmen Leadership School Self
- Aid Buddy Care Instructor
- Information Assurance
- Quality Assurance Evaluator

REFERENCES

Name: Ken Seronick

Title: Chief Personal Property/
Transportation/ Logistics coordinator
Phone: 919 273 2650

Name: Melissa Curry

Title:
Phone:

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