**Joe J. Turcotte**

4455 Fannie Street

San Angelo, TX 76903

Phone: 979-210-0525

Email: jjturcotte@anymail.com

**Career Objective:**

To obtain a distribution analyst position at “Whale Corporation,” and handle customers' finished goods needs by planning and expediting transfer of goods.

**Summary of Skills:**

* Experience working in supply chain areas
* Strong understanding of Warehouse Management System
* Strong analytical, logistics, and coordinating skills
* Excellent computer, communication, and organizational skills
* Solid attention to detail and project management skills
* Ability to manage inventory of stock and retail sales
* Professional, flexible, and highly-organized individual

**Work Experience:**

Distribution Analyst

ABC Company, San Angelo, TX

September 2013 - Present

* Responsible for managing inventory stock, customer order specifications, and shipments of finished products
* Coordinating with entire departments associated with customer services and collecting information on availability of products
* Coordinating shipment process with the warehouse and logistics department
* Satisfying customer orders requirements by working closely with production and sales departments
* Documenting details of orders from customers, goods loaded and dispatched
* Tracking movement of goods by using advanced communication and tracking tools

Distribution Analyst

XYZ Company, San Angelo, TX

February 2012 - August 2013

* Managed the distribution process of the organization successfully without any interruptions or delays
* Removed inefficiencies and bottlenecks from the transportation process to avoid any interruptions and shortcomings
* Responded to the retail operational needs and requirements and ensured regular availability of goods in required quantities
* Communicated and coordinated with purchase, sales, manufacturing and marketing units of the organization
* Oversaw logistics of purchases, manufacturing, shipment, sales, marketing procedures

**Education:**

* Bachelor's Degree in Business Management  
  Dell University, San Angelo, TX  
  2010
* Diploma in Supply Chain Management  
  Dell University, San Angelo, TX  
  2011

**Reference:**

On request.