GRACE DUBOIS

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SUMMARY OF QUALIFICATIONS

- Planner who keeps loads moving and customers informed.
- Experience across 3 employers, most recently as Transport Planner at Ridgeway Transport.
- Good with numbers, routes and deadlines.
- Known for clear communication with colleagues and for following work through to the end.

EDUCATION

Sheffield Hallam University — **Sheffield**
BA Logistics and Supply Chain — *2020*

PROFESSIONAL EXPERIENCE

Ridgeway Transport — **Sydney, NSW**
Transport Planner — *Feb 2025 – Present*

- Handled customer delivery queries and failed-delivery rebooking.
- Worked with the warehouse on daily trailer loading plans.
- Coordinated international shipments and customs paperwork with freight forwarders.
- Reported weekly on on-time delivery rates.
- Investigated delivery complaints and claims for damaged goods.

Cobalt Freight — **Sydney, NSW**
Logistics Coordinator — *Dec 2023 – Nov 2024*

- Planned trunking between depots to keep vehicles full.
- Booked carriers and tracked loads through to delivery.
- Planned delivery routes for a fleet of 35 vans.
- Kept drivers' hours and vehicle checks paperwork in order.

Cobalt Freight — **Sydney, NSW**
Logistics Administrator — *Feb 2022 – Sept 2023*

- Produced a weekly fuel and mileage report for the fleet manager.
- Negotiated rates with three regional hauliers.
- Kept the transport management system up to date for every load.

INITIATIVES

Route optimisation trial

- Planned and delivered it alongside day-to-day work, with a written plan and agreed success measures.
- Shared the results with the wider team and kept the documentation up to date.

Carrier scorecard

- Planned and delivered it alongside day-to-day work, with a written plan and agreed success measures.
- Shared the results with the wider team and kept the documentation up to date.

RESEARCH & PUBLICATIONS

Lessons from incident reviews — **2023**

- Short paper shared internally and at a local meetup.

TECHNICAL SKILLS

General: Microsoft Excel, Route planning software
Languages: English (Native), Spanish (Conversational)

CERTIFICATIONS

- CPC Transport Manager (studying)
- Excel for Business

EXTRA-CURRICULAR ACTIVITIES

- Volunteer at a local food bank twice a month.
- Treasurer of a local sports club, keeping the accounts and membership list.

REFERENCE

Dmitri Adeyemi
Head of Operations, Cobalt Freight
Contact: dmitri@example.com