FREYA REYES

freya.reyes44@example.com • linkedin.com/in/freya-reyes • Dublin, Ireland

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

University of Sydney — **Sydney**
BA Logistics and Supply Chain — *2023*

PROFESSIONAL EXPERIENCE

Ridgeway Transport — **Dublin**
Transport Planner — *Feb 2026 – Present*

- Booked carriers and tracked loads through to delivery.
- Investigated delivery complaints and claims for damaged goods.
- Planned delivery routes for a fleet of 38 vans.
- Handled customer delivery queries and failed-delivery rebooking.
- Planned trunking between depots to keep vehicles full.

Eastport Logistics — **Dublin**
Logistics Coordinator — *May 2025 – Dec 2025*

- Coordinated international shipments and customs paperwork with freight forwarders.
- Produced a weekly fuel and mileage report for the fleet manager.
- Negotiated rates with three regional hauliers.
- Reported weekly on on-time delivery rates.

Eastport Logistics — **Dublin**
Logistics Administrator — *Feb 2024 – May 2025*

- Kept the transport management system up to date for every load.
- Kept drivers' hours and vehicle checks paperwork in order.
- Worked with the warehouse on daily trailer loading plans.

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.

TECHNICAL SKILLS

General: Microsoft Excel, Route planning software
Languages: English (Fluent), German (B2)

CERTIFICATIONS

- CPC Transport Manager (studying)
- Excel for Business

EXTRA-CURRICULAR ACTIVITIES

- Mentor for a school careers programme, helping students with CVs and mock interviews.
- Volunteer at a local food bank twice a month.
- Member of a community choir.

REFERENCE

Lars Iyer
Senior Lecturer, Cobalt Freight

Contact: lars@example.com