SOFIA REYES

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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 Eastport Logistics.
- Good with numbers, routes and deadlines.
- Known for clear communication with colleagues and for following work through to the end.

EDUCATION

University of Texas at Austin — **Austin, TX**

BA Logistics and Supply Chain — *2019*

PROFESSIONAL EXPERIENCE

Eastport Logistics — **Chicago, IL**

Transport Planner — *Jul 2025 – Present*

- Booked carriers and tracked loads through to delivery.
- Planned delivery routes for a fleet of 27 vans.
- Produced a weekly fuel and mileage report for the fleet manager.
- Negotiated rates with three regional hauliers.

Cobalt Freight — **Chicago, IL**

Logistics Coordinator — *Nov 2023 – Jul 2025*

- Worked with the warehouse on daily trailer loading plans.
- Kept the transport management system up to date for every load.
- Handled customer delivery queries and failed-delivery rebooking.
- Reported weekly on on-time delivery rates.

Ridgeway Transport — **Chicago, IL**

Logistics Administrator — *Jan 2022 – Sept 2023*

- Kept drivers' hours and vehicle checks paperwork in order.
- Investigated delivery complaints and claims for damaged goods.
- Coordinated international shipments and customs paperwork with freight forwarders.

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 data contracts — **2024**

- 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

- Organiser of a monthly running club with around 30 members.
- Treasurer of a local sports club, keeping the accounts and membership list.
- Member of a community choir.

REFERENCE

Daniel Khan
Senior Lecturer, Cobalt Freight
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