XIN SILVA

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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

University of Sydney — **Sydney**
BA Logistics and Supply Chain — *2015*

PROFESSIONAL EXPERIENCE

Ridgeway Transport — **Manchester**
Transport Planner — *May 2024 – Present*

- Negotiated rates with three regional hauliers.
- Investigated delivery complaints and claims for damaged goods.
- Kept the transport management system up to date for every load.
- Planned delivery routes for a fleet of 19 vans.

Ridgeway Transport — **Manchester**
Logistics Coordinator — *Oct 2021 – Mar 2024*

- Planned trunking between depots to keep vehicles full.
- Worked with the warehouse on daily trailer loading plans.
- Produced a weekly fuel and mileage report for the fleet manager.
- Handled customer delivery queries and failed-delivery rebooking.

Cobalt Freight — **Manchester**
Logistics Administrator — *Jan 2019 – Sept 2021*

- Coordinated international shipments and customs paperwork with freight forwarders.
- Reported weekly on on-time delivery rates.
- Kept drivers' hours and vehicle checks paperwork in order.

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

Notes on workplace surveys — **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

- Mentor for a school careers programme, helping students with CVs and mock interviews.
- Member of a community choir.

REFERENCE

Tomasz Walsh
Senior Lecturer, Eastport Logistics
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