TARA SILVA

tara.silva32@example.com • +1 303 555 0192 • linkedin.com/in/tara-silva • Denver, CO, United States

SUMMARY OF QUALIFICATIONS

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

EDUCATION

University of Toronto — **Toronto**

BA Logistics and Supply Chain — *2020*

PROFESSIONAL EXPERIENCE

Cobalt Freight — **Denver, CO**

Transport Planner — *May 2025 – Present*

- Planned delivery routes for a fleet of 25 vans.
- Booked carriers and tracked loads through to delivery.
- Kept the transport management system up to date for every load.
- Coordinated international shipments and customs paperwork with freight forwarders.

Cobalt Freight — **Denver, CO**

Logistics Coordinator — *Aug 2024 – Apr 2025*

- Produced a weekly fuel and mileage report for the fleet manager.
- Worked with the warehouse on daily trailer loading plans.
- Handled customer delivery queries and failed-delivery rebooking.
- Kept drivers' hours and vehicle checks paperwork in order.

Cobalt Freight — **Denver, CO**

Logistics Administrator — *Mar 2023 – Jul 2024*

- Investigated delivery complaints and claims for damaged goods.
- Reported weekly on on-time delivery rates.
- Planned trunking between depots to keep vehicles full.

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

A case study of data contracts — **2025**

- Short paper shared internally and at a local meetup.

TECHNICAL SKILLS

General: Microsoft Excel, Route planning software

Languages: English (Fluent)

CERTIFICATIONS

- CPC Transport Manager (studying)
- Excel for Business

EXTRA-CURRICULAR ACTIVITIES

- Member of a community choir.
- Organiser of a monthly running club with around 30 members.
- Volunteer at a local food bank twice a month.

REFERENCE

Nikhil Abbott
Senior Lecturer, Ridgeway Transport
Contact: nikhil@example.com