

STEPHEN J. BORUTSKI

Cambridge, Ontario

steveborutski@gmail.com

519-653-0700

Dear Hiring Committee,

I have been in transportation management for over 19 years. During this time I was the Canadian Operations Manager for Covenant Transport.

I was responsible for a dedicated fleet of drivers, office staff, dispatchers as well as managing all aspects of the four yards we used in our operation. Finding the most efficient way to move our loads was a daily task which included working with and mentoring drivers and staff to work safe and be as productive as possible while always looking for ways to improve the operation.

Customer interaction was a big part of my job as many of our customers were with us for many years and they had very detailed expectations to meet. Accomplishing this and staying on budget was a big part of that relationship.

Managing a transportation operation was a job I loved but due to a corporate shift in their business plan, Covenant Transport closed their Canadian Operation in 2015. I then changed my career to transportation sales. However, after working in sales for nearly 3 years now I really miss working in Transportation Operations.

I have gained many skills over the years working in Operations, Sales and Safety & Compliance.

My resume is attached with this letter. Please consider my experience, knowledge and commitment as I believe it would be a good fit for your organization.

Sincerely,

Stephen Borutski

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JOB OBJECTIVE

Seeking the position of Transportation Manager in Cambridge.

SUMMARY OF QUALIFICATIONS

- 19 years management experience in the transportation industry
- Proactive in foreseeing customer needs, issues and solutions
- Excellent at building customer service relationships
- Exceptional expertise with all Customs Cross Border procedures and regulations
- Driver and Third Party Carrier responsibility
- Health and Safety Committee management representative
- Staff performance evaluations and mentoring
- Develop process improvements and oversee implementation
- Collaborate with other managers to find best practices and procedures
- Working with all aspects of the driver hiring and training process
- Solving driver issues as needed to help them always do their best
- Generate new accounts and grow existing accounts

- Current AZ license and FAST Card

EMPLOYMENT EXPERIENCE

Business Development Manager

2015 - Present

- Generate new business and expand existing accounts in Canada and US
- Establish and manage client relationships
- Monitor service levels
- Develop sales action plans, sales reports and analysis

Canadian Operations Manager, Covenant Transport, Tennessee

1999 - 2015

- Account manager for Nissan North American
- Solicit new business, price and respond to RFQs
- Plan and oversee transportation functions for all loads between Canada and US
- Coordinate all aspects of Customs including CSA, ACI, ACE, Bonds and C-TPAT
- Recruit, screen and hire drivers, provide driving and cross border training
- Manage Canadian Operations Truck Fleet
- Develop and operate daily truckload and LTL consolidation for over 30 automotive suppliers
- Coordinate customs clearances for border cross
- Manage and maintain four yard locations
- Plan and schedule loads while maintaining cost analysis
- Track invoices and revenue on operations
- Prepare billing for automotive accounts

COMPUTER PROFICIENCY

- Proficient with TMW and AS400 Dispatch Systems
- Proficient with Microsoft Windows, Outlook, Explorer, Word, Excel and PowerPoint
- Produce detailed Excel Spreadsheets for cost reporting

EDUCATION

Ontario Management Development Certificate Program, Conestoga College, Kitchener, Ontario, Graduated 2001