

ANDREA SITLER

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SUMMARY OF QUALIFICATIONS

Multifaceted executive highly experienced in Global Logistics, Ground Transportation and Safety. Twenty years experience in creating profitable business plans for expansion and niche marketing. Seasoned in executing in-depth analysis, marketing strategy and proactive “outside the box” solutions. Focused on business growth and development with a reputation of establishing excellent customer service, client recommendation and customer retention. Skilled in budget management and complete P&L functions. Proven record of accomplishment of resource optimization, leadership skills and exceeding corporate goals. Multilingual English, French and Spanish. CDL-A with all endorsements.

PROFESSIONAL EXPERIENCE

2008 - Present: Partner
The DOT Doctor, Wylie, TX

- Establish DOT guidelines and controls to insure compliance by our clients.
- Conduct accident and incident investigations.
- Provide onsite safety and hazardous material training.
- CDL Driver Training provided at all levels including those in need of a CDL through advanced driver refreshes courses.
- GM of virtual mall and chain shops for PQD
- E-marketing and image campaign including graphic art & web designs

12/2002 - 9/2008: Salaried Global Consultant
B.E.S.T. Consulting, Washington, DC

- Project Management: Managed multiple consecutive global projects while meeting all deadlines and completing projects at or under budget.
- Co-establish and serve on safety review / accident investigation panel (P&R). Result 30% reduction in accidents and incidents.
- Establish US DOT compliance and training for several small trucking companies resulting in a reduction of accidents and incidents, raised safety ratings, reduced insurance premiums, reduced log book issues and fines.
- Cut Northrop Grumman’s F-14 budget by 50% (.25 Billion saved) through discovery of deficiencies and excessive expenditures. Reduced government contractual suspense billing to its lowest ever.
- Bryan Texas Utilities – set up fleet maintenance program including computer tracking with database import for improved fleet management and tracking resulting in reduced downtime, optimized equipment usage and a 10% reduction in the maintenance budget.
- Relocation of over 85% of a global fleet from a stock pile, non-profit area to areas of high revenue while developing a trucking matrix resulting in 10% reduction of trucking costs. Improved equipment optimization: .87 to 1.32 trips per month. Realized savings \$1m.
- Document and establish procedures and policies to qualify companies for ISO certification. One company moved out of the red through a 30% increase in traffic lanes due to certification.
- Establish the whiteboard for tracking DSL failures during the roll-out of the Verizon Business DSL division. This allowed for analyzing of failures reducing DSL failure by 50%.

- Technical writer: created documented guidelines and procedures for waste and storm water management planning, company policies and procedures and training guides.
- Clean and Green technology training plus equipment recommendations and specifications to help our clients reduce their carbon footprint. Program in infancy stage. Most successful client experienced a 20% reduction.
- Freight auditing for massive rate reductions resulting in 45% cost reduction.
- Published author and convention speaker for the Transportation Industry.
- Image consulting with BBB cleanup, PUC reviews and claims management.

4/1987 - 12/2002: General Manager
BPAC Transportation, Baltimore , MD

- Interfaced with clients, negotiated contracts, created and implemented business development plans, resulting in growth of global business from \$150k to an excess of \$120MM.
- Responsible party to all Regulatory Commissions. Established relationships with EPA and local hazmat response teams in MD, DC, VA region ensuring fair practice and quick response to spill and recovery procedures.
- Expanded import / export lanes due to new NAFTA agreement through international relationships with other freight forwarders.
- Establish policies and procedures to place BPAC on ISO certification track.
- Installed a computer network and automated BPAC allowing for global growth through improved communications and tracking.
- Reduced BPAC's freight claims (loss prevention) by 85% through reporting and better tracking methods including root cause analysis.
- Improved safety programs through further employee training, heightened safety awareness and awards programs. Results: 10% reduction in 1st year of safety related issues; netted 50% reduction in safety related issues overall (e.g. Worker's Comp. claims, warehouse incidents, road accidents, DOT HOS compliance).
- Departmentalized company and designed accounting, dispatch, warehousing and operations departments

EDUCATION & CREDENTIALS

University of Maryland, Adelphi, MD
 BS Information System Management
 Expected Graduation Date: 5/2010
 Current GPA: 3.85 (on a scale of 4.0)

Berkshire University, London, England
 DS Global Business Management, May 2002
 MS Environmental Management, May 1986
 BS Logistics Management / Environmental Management, May 1984
 Dean's List, Distinguished Graduate; Summa Cum Laude

ADDITIONAL INFORMATION

Certifications: Hazardous-Material Handling / Transport & Storage, HM126-F, IT certification through NCSA: HTML, XP, MS Office Expert, Computer Technician, HTML 4.0 Expert, Certified Logistics Professional and Certified Safety Professional.

Trainings: Smith System, Haz-Wopper Waste/Storm Water Management, MCSE+I, A+, Network+. DBA, Hazmat, Six Sigma Green Belt, Project Management.

COMPUTER & SYSTEM EXPERIENCE

MS Office, SAP, Lawson, HTML, AS400, Lotus, Adobe, Photoshop, Paint

Online Resume with References - http://thedotdoctor.com/dot_doctor