

LORRAINE A. DAVIS

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September 14, 2022

Mr. Trey Smith
Director of Operations-Central Distribution Center
Southeast Supply Company
2222 State Road
Raleigh, NC 27545

Dear Mr. Smith,

I am applying for the Operations Manager - Logistics position at Southeast Supply Company's Central Distribution Center. This position calls for an enthusiastic, motivated, and team-focused leader who can achieve results. Through my graduate program in business and military experience, I have developed strong motivational and team-building skills. I can work both as a team leader and a contributing team member to meet and surpass efficiency goals and objectives.

As a recent Master of Business Administration (MBA) - Project Management graduate from Walden University, I possess exceptional project management, analytical, and organizational skills. Applying my strong problem-solving abilities, communication skills, and work ethic, I can work well under pressure and meet deadlines. I am proficient in Microsoft Office and familiar with a variety of logistics management programs.

Additionally, I have acquired invaluable experience through my service in the United States Army Reserves. I am a Unit Supply Specialist for the 90th Regional Support Command. This position requires organizational skills, attention to detail, data accuracy, and bookkeeping skills. In this role, I have learned how to maintain an automated supply system and coordinate the transfer and storage of materials. Furthermore, I know how to manage costs associated with movement, storage, and maintenance of materials.

I am confident that my experiences in the workplace and the classroom, along with the ability to grow within the organization, make me a strong asset to the Central Distribution Center. I always look forward to making process improvements and embrace new challenges with a passion. Thank you for taking the time to review my attached resume. Please feel free to contact me to discuss the position further.

Sincerely,

Lorraine A. Davis