

# JAYVEE S.GRAVADOR

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## SUMMARY

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Freight Assistant with a solid administrative background and prior experience in local logistics operations. Equipped with specialized training in freight brokerage and truck dispatching, supported by hands-on coursework simulating real freight scenarios. Strong in client communication, multitasking, and resolving time-sensitive issues while maintaining accuracy and professionalism.

## WORK EXPERIENCE

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### Product Supervisor

#### Coolway Multi-Purpose Cooperative

March 2018-2026

- Supervised daily product and inventory operations, ensuring accurate stock levels and availability
- Monitored product quality, compliance, and proper handling to meet company standards
- Coordinated with suppliers, warehouse staff, and internal teams for timely delivery and replenishment
- Led and trained team members, improving productivity, accuracy, and workflow efficiency
- Maintained inventory records, conducted stock audits, and minimized discrepancies and losses
- Analyzed sales and inventory data to support demand forecasting and decision-making
- Resolved product-related customer concerns, ensuring high customer satisfaction
- Implemented process improvements that enhanced operational efficiency and reduced errors

## EDUCATION

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**Bachelor of Science in Industrial Technology (Associate Degree)**

2016-2018

CEBU TECHNOLOGICAL UNIVERSITY

## ADDITIONAL INFORMATION

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- Tools: TMS Platforms, Load Boards, Freight Class Calculator, Google Workspace, MS Office
- Familiarity with industry terms: LTL, FTL, Intermodal, Drayage, HOS, BOL, Rate Sheets
- Availability: Full-time / Remote

## KEY SKILLS

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- Load Tracking & Scheduling (trained)
- Quoting & Rate Negotiation (trained)
- Carrier & Shipper Communication (trained)
- TMS Navigation & Data Entry
- Load Boards Research & Posting
- Freight Class Calculation
- Customer Support & Conflict Resolution
- Problem-Solving & Multitasking

## RELEVANT TRAINING

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### Freight Courses 101 – 3 - Day Freight VA Challenge

- Learned fundamentals of freight brokerage, dispatching, quoting, and rate negotiations.
- Gained hands-on practice with TMS platforms, load boards, and freight class calculators.
- Trained in carrier lane specialization, broker-carrier agreements, and track & trace.

### Training # 2

- Learned fundamentals of freight brokerage, dispatching, quoting, and rate negotiations.
- Gained hands-on practice with TMS platforms, load boards, and freight class calculators.
- Trained in carrier lane specialization, broker-carrier agreements, and track & trace.

## CHARACTER REFERENCES

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**Roger Ugsang -Area Manager**  
**Coolway Multi-Purpose Cooperative**  
**+639655525089**

**Arnel Coraza- Manager**  
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