

Lisa Bruce
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Hubbard, OH 44425
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OBJECTIVE To obtain a position that will allow me to utilize my strengths, knowledge, ambition and integrity while achieving and maintaining my employers goals to success.

EMPLOYMENT

Transportation Manager

**May 06-Current
Youngstown, OH**

D&L Energy, Inc. and Affiliated Companies

- Customer Relations & Support
- Operations, Project and Equipment Management
- Driver Management & Recruiting
- Safety and Compliance with Federal Motor Carrier Safety Regulations & PHMSA
- Maintaining and Enforcing Safety Management Plans
- Field Operations Support and Rig Operations Support
- Fuel Tax, IRP Plates, Quarterly State Reports Brine Hauling, Brine Hauling Registrations
- Frac Tank Leasing, Tracking and Rental
- Customer Quotes, Job Costing, Invoices & P & L
- Human Resources; Workers Compensation / Unemployment / Driver Qualifications
- Repair Shop Management & Inventory Control

Dispatcher / DOT – PUCO Compliance

**Jan 05 – March 06
North Jackson, OH**

Customer Service / Office Manager

W. Pollock Trucking, Inc.

- Customer Service
- Dispatch
- Safety & Compliance – Drivers, Equipment, Records / D.O.T & PUCO
- Invoicing
- Fuel Tax
- Job Costing / P&L

Avalon Holdings Corporation and Subsidiaries

Vice President of Operations

**March-Sept. 2004
Canfield, OH**

Dart Trucking Company, Inc. / Dart Services, Inc.

- Retained duties as listed below (OP's Mgr.)– Promoted to position in March of 04.
- Daily support for Sales and Safety Department
- Management Support for General Commodity Agent Division (Approx. 60 terminals, 125 drivers)
- Daily Supervision of Terminal – Departments and Personnel

Operations Manager

**2001-2004
Canfield, OH**

Dart Trucking Company, Inc. (Annual \$30 Million in Revenue)

- Direct Supervisor and Support for Central and Outlying Terminals
- Supervisor of 225 company and independent drivers in the van, dump, flatbed and roll off divisions
- Fill in Dispatcher for each division and terminal for vacation coverage
- Driver Recruiting Supervisor
- Technical and Administrative Support for dispatchers, drivers and customers
- Daily Tracking of Resources – Equipment and drivers
- Monthly P & L Analysis, Equipment Utilization, Driver Performance
- Customer Support, Sales and Customer Service Support

Accounts Receivable Supervisor **1999-2001**
Avalon Holdings Corporation (Parent Company of DartAmericA) **Howland, OH**

- Credit Approvals of Customers for seven of the Avalon Holdings subsidiary companies
- Structured new and current receivables procedures and policies
- Collections and Credit Management for seven of the Avalon Holdings subsidiary companies (approximately 1200 customers)
- Daily cash deposits and lock box deposits
- Daily cash application to customer accounts and reconciling the postings to the receivables, bank, and general ledger accounts.
- Month end and year end receivable closings

Administrative Coordinator **1996-1998**
MHF Logistical Solutions, Inc. **Zelienople, PA**

- Administrative Control for Transportation Services and Costs
- Systems Development for Company Policies and Procedures
- Organization and Implementation of Manual for Computer Program
- Composition, Editing and Tracking of Proposals Submitted to Clients
- Revenue Projections / Revenue Statements
- Accounts Receivable and Cash Projections
- Various Project Related Planning and Audit Functions for Manuals and for Gross Profit and Work in Process Reports

Credit & Collections Manager **1990-1996**
DartAmericA, Inc. (Dart Trucking & Dart Services, Inc.) **Canfield, OH**

- Responsible for the Collection of 500+ Accounts
- Approve, Review and Establish Credit on New and Existing Accounts
- Created and Maintained Policies and Procedures for the Credit and Collection Department

Secretary of Safety Department **1989 - 1990**
Dart Trucking Company, Inc. **Canfield, OH**

- Assist safety personnel in daily duties; permits, driver qualifications, logs
- Assist President of Safety Department; training coordination, correspondence, compliance.
- Safety Supplies – ordering, issuing, maintaining and recording inventory

SKILLS

Own Company: LB's Lawn Maintenance, LLC - All accounting and payroll functions
Computer: Microsoft Word, Excel, Outlook and Publisher
TMW PowerSuite and TransMan Programs
Qualcomm
PC Miler
Great Plains Accounting
Collections: D & B Seminar- Increasing your Collection Powers
D & B Seminar – Bankruptcy and Leveraged Buyouts
Certifications: 49CFR 171-180 & 392-398
Reasonable Suspicion Testing Supervisor Training
29CFR 1910.120 Hazardous Site Worker Protections & 29CFR 1910.
1200 Right to Know.

BUSINESS REFERENCES:

Jeffrey Grinstein, Esq. - (330) 770-8716
General Counsel for Avalon Holdings Corporation & Dart Trucking Company, Inc. / Direct Supervisor
Tim Coxson, CEO / CFO (330) 565-7410
Avalon Holdings Corporation & Dart Trucking Company, Inc. / Direct Supervisor
Rick Poulos, Former Vice President Operations / Dart Trucking Co., Inc.
Vice President /Atkinson Freight Lines (800) 345-8052 Ext. 159

PERSONAL REFERENCES:

Sally Lucas (330) 534-8293
Mary Jo Shinosky (330) 534-8703
Mike Williams (330) 507-8185