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## Assistant Transportation Dispatcher Resume

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### Job Objective

To become a part of your team and serve as Assistant Transportation Dispatcher.

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### Highlights of Qualifications:

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- Hands-on experience in coordinating with general public and departments
  - Immense knowledge of managing ongoing department requests
  - Exceptional knowledge of customer services
  - Ability to supervise efficient working of various employees
  - Ability to maintain confidentiality of information
  - Familiarity of catering to various department requests
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### Professional Experience:

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Assistant Transportation Dispatcher  
Gulfstream Goodwill Industries, Inc., Natchitoches, LA  
August 2012 – Present

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### Responsibilities:

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- Administered the transportation services and assisted to pick up incoming calls on everyday basis.
- Provided assistance to transportation vendors and obtained information.
- Prepared schedule and maintained records of transportation as per required policies.
- Supervised working of assistant dispatcher and ensured compliance to program deadlines.
- Maintained everyday logs for trips and maintained records of invoices for future purposes.
- Coordinated with lead drivers and assisted to resolve issues efficiently.

Assistant Transportation Dispatcher  
CORT Business Services, Natchitoches, LA  
May 2009 – July 2012

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### Responsibilities:

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- Reviewed the availability of the cargo and maintained record of incoming traffic.
  - Coordinated with individuals and scheduled appointments and provided update to online database.
  - Ensured compliance to customer guidelines and ensured accurate delivery.
  - Scheduled appropriate transportation services and resolved various issues in operations.
  - Provided assistance to providers and responded to various service calls.
  - Maintained everyday records for attendance in coordination with drivers and assistants.
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### Education:

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Bachelor's Degree in Business Logistics  
Western Washington University, Bellingham, WA

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