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## Bus Dispatcher Resume

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### Job Objective

A well organized Bus Dispatcher seeking a job in your company.

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### Highlights of Qualifications:

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- Substantial experience in scheduling and restructuring the bus routes
  - Thorough knowledge of preparing a schedule
  - Outstanding knowledge of local road and related geography
  - Ability to communicate efficiently on a two way radio system
  - Ability to provide emergency services to customers
  - Solid understanding of preparing and submitting reports
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### Professional Experience:

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Bus Dispatcher  
Veolia Transportation, Coral Gables, FL  
August 2012 – Present

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### Responsibilities:

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- Maintained and ensured compliance to schedule for all bus routes.
- Ensured that every arrival and departure time is recorded.
- Managed and ensured appropriate accommodation for over the road drivers.
- Assisted to dispatch drivers to the appropriate locations.
- Maintained record of everyday bus progression through the GPS computer systems and radio connection.
- Prepared and compiled data for various incident reports and performed inspections.

Bus Dispatcher  
TransTechs, Coral Gables, FL  
May 2009 – July 2012

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### Responsibilities:

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- Maintained neat and clean work area at all times.
  - Monitored various security intercoms and surveillance equipment for facility.
  - Communicated with employees and customers through various channels.
  - Ensured efficient working of individual equipment and prepared required paperwork.
  - Analyzed customer requirements and ensured everyone is greeted with courtesy.
  - Determined the best bus route and communicated with colleagues for the same.
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### Education:

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Bachelor's Degree in Transportation  
Southwest Florida College, Fort Myers, FL

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