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## Cab Dispatcher Resume

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### Job Objective

A highly talented Cab Dispatcher seeking an opportunity to work with your growth oriented organization.

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### Highlights of Qualifications:

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- Excellent experience in dispatching cabs to appropriate places
  - Sound knowledge of various office equipments
  - Profound knowledge of navigating on the web
  - Ability to manage inventory and place orders accordingly
  - Ability to provide training within timeframe
  - Proficient in English and Spanish
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### Professional Experience:

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Cab Dispatcher  
Chippewa Cab, Buffalo, NY  
August 2012 – Present

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### Responsibilities:

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- Greeted customers on phone and resolved their queries.
- Coordinated with cab driver and ensured location is reached as per scheduled time.
- Supervised working of cab drivers and completed required paperwork.
- Provided feedback to management and resolved various customer and driver concerns.
- Trained new employees in cab dispatching processes.
- Scheduled pick-ups and drop offs and ensured regular airport runs.

Cab Dispatcher  
Flyers Energy LLC, Buffalo, NY  
May 2009 – July 2012

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### Responsibilities:

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- Administered various requests for taxi fares and responded to location requests.
  - Communicated through codes to keep the conversation to the minimum.
  - Obtained information from customers to ensure appropriate location of pick up.
  - Scheduled training program for new employees and hires.
  - Administered efficient working for customers on an everyday basis.
  - Provided technical support and training to new employees.
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### Education:

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Bachelor's Degree in Business  
Coastal Bend College, Beeville, TX

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