
Cable Dispatcher Resume

Job Objective

A talented Cable Dispatcher with great skills and experience looking for a job in a well known organization.

Highlights of Qualifications:

- Hands-on experience in dispatching personnel to repair and fix cables
 - Immense knowledge of completing work within timeframe
 - Exceptional knowledge of coordinating with other technicians
 - Ability to resolve various issues efficiently
 - Ability to manage high volume of calls and dispatch
 - Familiarity of computer systems
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Professional Experience:

Cable Dispatcher
PremierCC, Inc., Fulton, MI
August 2012 – Present

Responsibilities:

- Coordinated with various team members and ensured accurate dispatch.
- Maintained and provided and update to the current database.
- Maintained record of job status on the tech board on regular basis.
- Prepared reports for any issue for cable and provided it to supervisor.
- Provided optimal orientation to customer services for everyday activities.
- Operated various office machinery on a regular basis.

Cable Dispatcher
Tak Communications, Fulton, MI
May 2009 – July 2012

Responsibilities:

- Analyzed customer inquiries and provided accurate information to clients.
 - Maintained records of dispatch and updated it as per requirement.
 - Developed and maintained professional relationship with call center departments.
 - Prepared reports for product issues and ensured customer loyalty for various activities.
 - Administered inbound calls and assisted to improve the call flow.
 - Coordinated for various work orders and provided appropriate solution.
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Education:

Bachelor's Degree in Engineering
Winston-Salem State University, Winston-Salem, NC

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