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## Concrete Dispatcher Resume

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### Job Objective

Seeking a Concrete Dispatcher position in an organization where I can apply my experience and efficiently contribute to the company's growth.

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### Highlights of Qualifications:

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- Hands-on experience in managing work in a high stress environment
  - Immense knowledge of concrete mixtures and mixes
  - Exceptional knowledge of DOT regulations
  - Ability to work in a high pressure environment and resolve stressful situations
  - Ability to work for long hours
  - Familiarity of GPS truck tracking system
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### Professional Experience:

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Concrete Dispatcher  
Martin Marietta Materials, Haledon, NJ  
August 2012 – Present

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### Responsibilities:

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- Administered large fleet of traffic of concrete mixer truck.
- Coordinated with drivers and maintained record of progress on routes.
- Monitored high volume of calls for various activities.
- Coordinated with customers, salesman and field technicians to complete activities.
- Assisted drivers in transferring various records into the company files.
- Monitored every request and complaint received from client.

Concrete Dispatcher  
Kilgore Companies, Haledon, NJ  
May 2009 – July 2012

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### Responsibilities:

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- Prepared layout of concrete forms on the jobsite itself in coordination with customers.
  - Designed an excel sheet to ensure appropriate delivery of sale purposes.
  - Scheduled services and equipment pick up for every individual activity.
  - Conducted interview and performed research to select the appropriate employee.
  - Assisted to resolve various issues effectively and ensured customer satisfaction.
  - Monitored customer requests and maintained record for the same.
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### Education:

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Bachelor's Degree in Construction Management  
Western Oregon University, Monmouth, OR

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