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## Courier Dispatcher Resume

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### Job Objective

Seeking a Courier Dispatcher position in a reputable company that permits me to utilize my skills and knowledge.

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### Highlights of Qualifications:

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- Substantial experience in providing transportation support for courier services
  - Thorough knowledge of various dispatch software
  - Outstanding knowledge of scheduling route maps
  - Ability to interpret maps efficiently and accurately
  - Ability to resolve issues through appropriate strategies
  - Solid understanding of resolving various issues
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### Professional Experience:

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Courier Dispatcher  
Jaguar Logistics, Rhine, GA  
August 2012 – Present

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### Responsibilities:

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- Performed research on unfinished loads on an everyday basis.
- Maintained record and tracked contained availability for every TMS.
- Coordinated with drivers and provided an update for driver activity.
- Monitored destination of courier and assigned appropriate vehicles.
- Managed and distributed keys, beepers and record sheets to couriers.
- Communicated with customers and couriers to investigate missing requirements.

Courier Dispatcher  
RDS Delivery Service, Rhine, GA  
May 2009 – July 2012

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### Responsibilities:

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- Maintained record of customer requests and associated inventory.
  - Managed various inbound and outbound calls and ensured efficient entry into the system.
  - Coordinated with dispatch departments and ensured completion of pick-ups.
  - Ensured specimens pick up from clients and transported the same to the laboratory.
  - Greeted customers on call and answered appropriately.
  - Scheduled all incoming and outgoing courier to ensure customer satisfaction.
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### Education:

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Bachelor's Degree in Business Administration  
Old Dominion University, Norfolk, VA

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