
Dispatch Officer Resume

Job Objective

To secure a Dispatch Officer position within a fast growing organization in which my expertise can help the organization meet their goals.

Summary of Qualifications:

- Extensive experience in dispatch operations within warehousing environment
 - Profound knowledge of regulations, codes, principles and methods related to the transportation industry
 - In-depth knowledge of principles and methods for transporting goods by air, rail, sea, and road
 - Familiarity with Interactive Voice Response (IVR) units and Outage Management System (OMS) software
 - Proficient in GPS Tracking, Microsoft Office Suite (Excel, Word, MS Access) and SAP
 - Superior Typing and keyboard skills
 - Excellent verbal and written and communication skills
 - Strong problem solving and analytical skills
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Work Experience:

Dispatch Officer, August 2005 – Present
Omniplex World Services, Oakland, CA

- Scheduled and dispatched workers, work crews, equipment and service vehicles to designated locations.
- Arranged for necessary repairs to restore service and schedules.
- Conferred with customers and supervising personnel to respond to questions, problems and requests for service and equipment.
- Developed daily work and run schedules.
- Received and prepared work orders.

Dispatch Officer, May 2000 – July 2005
Snc Services, Oakland, CA

- Supervised staff and equipment locations and ensured coordination of services timely.
 - Maintained inventory and dispatch information.
 - Determined and provided suitable quantity of equipment, vehicles, supplies and workers required.
 - Recommended staff to resolve traffic problems.
 - Made sure timely and efficient movement of trains according to train schedules.
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Education:

High School Diploma, Columbia High School, Columbia, IL

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