
TRAFFIC AGENT RESUME

Summary:

A highly-motivated individual with vast experience in providing information, advice in areas related to transportation; has the ability to exhibit positive energy; outstanding organizational and planning skills, has the capacity to interact with different types of audience.

Professional Experience:

Traffic Agent January 2007 – Present
ABC Inc, New York

Responsibilities:

- Worked with client to plan effective transportation and effectively assess transportation needs.
- Planned routes as efficiently as possible based on client needs.
- Memorized tariffs, rates and transportation schedules to better address clients questions.
- Offered suggestions on how to unload goods and equipments.
- Ensured the clients are served in a timely manner by using relevant and updated information.
- Worked with clients to determine the best possible method of transportation and best method to transport goods.

Traffic Agent May 2004 – December 2006
East Bay Corporation, New York

Responsibilities:

- Contacted freight companies to secure transportation services.
- Planned routes and itineraries for clients.
- Assessed the transportation needs of clients and offered the services/packages suited according to their needs.
- Contacted and set meetings with clients to promote the company's services.
- Suggested proper departure and arrival time for his client.
- Ensured that the clients are properly and efficiently provided with the services they need.

Traffic Agent February 1999 – May 2004
Foster & Price Corporation, Montgomery New York

Responsibilities:

- Worked with client to plan effective transportation and effectively assess transportation needs.
- Planned routes as efficiently as possible based on client needs.
- Memorized tariffs, rates and transportation schedules to better address clients questions.
- Offered suggestions on how to unload goods and equipments.
- Ensured the clients are served in a timely manner by using relevant and updated information.
- Worked with clients to determine the best possible method of transportation and best method to transport goods.

Traffic Agent May 2004 – December 2006
East Bay Corporation, New York

Education:

Bachelor of Science in Management, Stanford University, CA, 1999

Skills:

- Self-motivated and driven
 - Possesses excellent organizational skills.
 - Wide experience in transportation services
 - Excellent in computer applications.
 - Has the capacity to perform general office functions.
 - Vast experience in client and project management
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Awards and Affiliations:

Member, Transportation Management Association

Member, American Society of Travel Agents

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