
Truck Dispatcher Resume

Job Objective

Seeking the position of Truck Dispatcher where I can display my dedication and skills.

Highlights of Qualifications:

- Hands-on experience in scheduling, coordinating, and dispatching trucks for deliveries
 - Immense knowledge of transportation and trucking Industry trends and practices
 - Operational knowledge of TMW dispatch software, MS Word and MS Excel programs
 - Familiarity with phone etiquette, customer service, and documentation practices
 - Ability to interpret and adhere to DOT safety rules and guidelines
 - Ability to complete and review daily route paperwork, accurately
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Professional Experience:

Truck Dispatcher
Republic Services, Bowling Green, KY
August 2012 – Present

Responsibilities:

- Scheduled, executed, and monitored customer-specific freight pickup and delivery orders.
- Planned, coordinated, and tracked daily route assignments to drivers, efficiently.
- Recorded and maintained all load and tracking data into computerized dispatch system.
- Contacted and informed the customers about order status and related concerns.
- Handled and addressed various delivery and pick-up issues, professionally and effectively.
- Documented and communicated work-related information to appropriate personnel.

Truck Dispatcher
MPW Industrial, Bowling Green, KY
May 2009 – July 2012

Responsibilities:

- Received and responded to phone queries related to customer orders, professionally.
 - Directed and dispatched drivers to designated locations for load pickup and delivery.
 - Checked and maintained accurate driver logs and records related to work activities.
 - Managed and resolved billing and service related complaints of customer, efficiently.
 - Developed and maintained strong professional relationships with drivers and contractors.
 - Oversaw and assisted with maintenance of tractor-trailer units, as required.
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Education:

Bachelor's Degree in Supply Chain
Hill College, Hillsboro, TX

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