ROBERT SMITH

Dispatch Clerk III

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Seeking a position in an organization, which offers a challenging environment, new opportunities within the development of career, and display skills and capabilities.

CORE COMPETENCIES

Microsoft Office, TMW Suite.

PROFESSIONAL EXPERIENCE

Dispatch Clerk III

ABC Corporation - April 2012 – August 2015

Key Deliverables:

- Worked in all aspects of office work accepting clerical duties and answering phones.
- Responsible for faxing, sending emails and completing computer work.
- Gave them dispatch sheets for their destinations.
- Gave directions; responded to and provided answers and information to satisfy questions and inquiries of the drivers.
- Accountable for yard check including verification of the trailers to make sure they were all empty.
- Provided dispatched Heineken, Target, and Wal-Mart loads to HUDD truck drivers and over-written drivers.
- Printed bills, invoices and proper documentation for loaded containers/trailers Responded to incoming and outgoing emails and phone calls pertaining to a certain dispatched load.

Dispatch Clerk

ABC Corporation - 2007 – 2012

Key Deliverables:

- Control dispatch of all goods leaving the warehouse.
- Maintain accurate records of all goods dispatched.
- Maintain documentation for ISO Management System.
- Ensure customer complaints are channeled properly.
- Assist the cost accountant with the monthly inventory.
- 4700 Taft BLVD Wichita Falls Texas, 76308 Email japjavpierre@hotmail.com Telephone 940-613-6694.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

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Certified Nursing Assistant - (Nebraska College of Business)

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