

# ROBERT SMITH

## Main Dispatch Supervisor

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Dependable employee bringing management experience and a willingness to take on added responsibility to meet tight deadlines. Enthusiastic team player with a strong work ethic and advanced complex problem solving skills. .

**2006 - 2008**

### MAIN DISPATCH SUPERVISOR - ABC CORPORATION

- Assist the Operations Manger with daily water heater Sears Manager and parts inventory.
- Ensure Technicians inspect and sign off vital fluids of fleet.
- Ensure water heaters are not damaged before delivery.
- Assist in disposal of damaged and lead products.
- Also responsible for scheduling and processing Sears work orders.
- Constant communication with managers, keeping them updated.
- Audit invoices, part requisitions and process claims for Sears.

**2002 - 2006**

### DISPATCH SUPERVISOR - ABC CORPORATION

- Responsibilities include, but not limited to, finalizing the daily dispatch routes.
- Management of regional and local OTR drivers.
- Confirmation of all incoming and outgoing loads.
- Communications between the transportation department and location Ops managers.
- Responsible for tracking and entering driver trip reports, VIRs and drivers logs.
- Maintain a constant flow of communications between the warehouse, drivers, and store locations.
- Responsible for coaching drivers on any changes or problems in the carrying out of policies and procedures..

## EDUCATION

Bachelor of Art in Studio Art - (California State University San Bernardino - San Bernardino, CA)

## SKILLS

Excel, Powerpoint.

