

JAMES CLARK

Freight Dispatcher

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PROFESSIONAL SUMMARY

Versatile Freight Dispatcher with two years of experience in managing logistics and ensuring timely deliveries. Skilled at optimizing routes, negotiating contracts, and providing exceptional customer service. Committed to enhancing operational efficiency and fostering strong relationships with drivers and clients. Eager to leverage my knowledge in a dynamic environment to contribute to organizational success.

WORK EXPERIENCE

Freight Dispatcher

Blue Sky Innovations

📅 Feb / 2024-Ongoing

📍 Chicago, IL

- 1. Identified optimal loads for drivers using various load boards and industry contacts.
- 2. Managed contracts between shippers and the company, ensuring compliance and clarity.
- 3. Generated and distributed invoices to facilitate timely payments.
- 4. Reviewed and approved contracts with brokers, ensuring favorable terms.
- 5. Maintained high standards of customer service through effective communication.
- 6. Gained extensive knowledge of the trucking industry and market trends.
- 7. Established a network of contacts across Texas to enhance service capabilities.

Freight Dispatcher

Summit Peak Industries

📅 Feb / 2023-Feb / 2024

📍 Denver, CO

- 1. Coordinated dispatch for drivers operating freight vans, flatbeds, and containers across all 48 states.
- 2. Monitored profit margins and assessed their impact on overall company profitability.
- 3. Engaged with drivers and carriers to ensure smooth delivery operations.
- 4. Scheduled deliveries and appointments with receivers to optimize logistics.
- 5. Adapted routing plans in real-time to accommodate changes in delivery schedules.
- 6. Ensured drivers adhered to cargo delivery timelines and destinations.

EDUCATION

Associate of Applied Science in Logistics

City College

📅 Feb / 2022-Feb / 2023

📍 Denver, CO

Focused on transportation management, supply chain processes, and logistics operations.

SKILLS

Client Relationship Management

Route Planning

Load Optimization

Logistics Coordination

ACHIEVEMENTS

- 🌟 Reduced delivery times by 15% through efficient route planning.
- 🌟 Successfully managed contracts resulting in a 10% cost savings for the company.
- 🌟 Achieved a 98% on-time delivery rate over two years.