ROBERT SMITH

Transportation Dispatcher III

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Seeking a position in a motivating environment offering the opportunity for increased responsibility and advancement.

EXPERIENCE

Transportation Dispatcher III

ABC Corporation - SEPTEMBER 2014 – OCTOBER 2015

- Responsible for dispatching all deliveries as well as picking up freight from customers and coordinating window times to satisfy customer needs.
- Maintain open communication with all departments and facility and provide accurate and timely information.
- Update and maintain Protrans trailer pool in Pro Track System Provide directions to drivers when required.
- Control over the entering and exit of local deliveries and OTR trailers.
- Responsible for the compiling and submitting month end fuel receipts for all Vehicles; six Shuttles, seven Fleet Vehicles and three Vans.
- Manage a daily shift meeting for effective communication with employees in order for them to have proper training and knowledge of the Casino Guests needs.
- Accurately and timely prepares and submits all daily paperwork to Transportation Manager.

Transportation Dispatcher

Caddo Parish School Board - 2010 – 2014

- Duties Operates assigned frequency band radio and responds to all incoming radio and telephone calls from bus drivers and transportation personnel.
- Determines response needed for emergency situations and notifies appropriate authorizes.
- Dispatches school buses to cover routes.
- Reads and interprets route descriptions, maps and local street listings for dispatch purposes.
- Dispatch service units to assist bus drivers.
- Daily use of office equipment and software (Edulog).
- Filing and Data Archiving..

EDUCATION

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SKILLS

Public Relations, Logistics.