

# ROBERT SMITH

## Transportation Dispatcher/Coordinator

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Highly organized in GMP standards, extremely flexible with extensive quality and warehouse experience that require firm communication skills such as multitasking, prioritization and problem solving.

### DECEMBER 1988 - MARCH 1990

#### TRANSPORTATION DISPATCHER/COORDINATOR - ABC CORPORATION

- Daily operations on TMW system, and Omnitrax.
- Taking phone, email and fax orders for tanker loads of cement, slag and other construction materials, for concrete plants, stone factories and job sites.
- Entering specifics for individual tanker load requirements, including start times, correct spacing per tanker load accordingly.
- Dispatching drivers, communicating and tracking to ensure on time deliveries via phone or omnitrax.
- Continual communication with customers, job superintendents, or project managers to ensure proper load spacing to ensure no delays or shortages.
- Planned and routed loads for following day deliveries by end of shift each day, being mindful of hours of service and DOT regulations.
- Verbally informed each driver of the following day loads, imparted any details needed.

### 1983 - 1988

#### TRANSPORTATION DISPATCHER - ABC CORPORATION

- I dispatched orders of fertilizer, seed and fuels to common carriers.
- Managed the company pool car fleet at the Fort Dodge office.
- I performed annual safety inspections on a fleet of pressure tank trailers owned by Land O Lakes and leased to the common carrier.
- Coordinated the shipment of hoses to replace expired hoses on the trailers.
- Skills Used I developed logistic skills.
- Ability to recognize safety issues on our trailers and coordinate the repairs..
- This is Dummy Description data, Replace with job description relevant to your current role.

## EDUCATION

Business - (Ivy Tech)

## **SKILLS**

Electrical, Dependable, Customer Service, Detail Oriented, Self-Motivated, Military.