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Transportation Scheduler

SUMMARY

Transportation Scheduler is responsible for Managing the travel needs of the company's employees, Helping to ensure that the employees have access to scheduled transportation when needed, Ensuring that all requests for transportation meet with their approved deadlines.

SKILLS

Transformational Skills, Scheduling Skills.

WORK EXPERIENCE

Transportation Scheduler

ABC Corporation - January 2006 – August 2013

- Ensured that customer satisfaction is maximized throughout the companys operations by maximizing product utilization, minimizing downtime, reducing costs, and ensuring fleet availability.
- Scheduled vehicles for delivery to customers from the appropriate warehouse or distribution point/s.
- Established the most cost-effective route for delivering products to customers with a particular product or service.
- Identified customer locations at which a product can be delivered successfully
- Developed proposals for deliveries of a product to specific locations within the company.
- Worked closely with sales and marketing teams in order to develop an effective sales plan that meets company expectations and goals.
- Worked closely with engineering teams in order to assess production capacity requirements.

Transportation Scheduler

Delta Corporation - 2003 – 2006

- Schedule wheelchair/stretchers transportation needs to and from physicians office for the elderly.
- Scheduled ambulatory pick up and drop off for the elderly with special needs.
- Tracked and calculated mileage for billing purposes.
- Transportation scheduler Duties Coordinate transportation for .
- Scheduling truck and rail shipments, assisting generators to organize shipments, .
- Provided Notice To Transport (NTT) to all customers, maintained all manifests from generators, and acted as the final checkpoint for Business .
- Ensured that manifests were returned to generators, as specified by regulation.

EDUCATION

BA