

KNOWLEDGE & SKILLS:

Leadership:

- Strong organization and time management skills: being project captain, recording who was there and telling/managing people where to go and what to do according to the event supervisor, for several Key Club events including Giant Pumpkin Festival, AIDS Walk/Run, and PDK Walk/Run in high school.
- Ability to adapt quickly to new situations from various community service events and video production at school.
- Ability to lead and manage people acquired from previous work experience.

Technical:

- Type 70+ words per minute.
- Proficient in Fruity Loops, Sony Vegas, Adobe Photoshop.
- Advanced in Microsoft Word, Microsoft Excel, Microsoft Publisher, and Microsoft PowerPoint.

Interpersonal:

- Able to solve problems, make quick decisions, and properly communicate with others.
- Outgoing personality with an optimistic outlook on everything in life and a positive and friendly attitude.
- Ability to work in a team environment: collaborative member of various school projects and clubs.

Responsibility:

- Punctual and dependable: proven by numerous attendance awards, community service hours, and class achievements
- Appointed as a dispatcher/station manager to look over 40+ driver daily and analysis routes.

WORK EXPERIENCE:

Dispatcher/Station Manager Synctruck LLC West Sacramento May. 2017 – Feb. 2019

- Organize a fleet of over 40 cargo vans; service maintenance, provide support to drivers in need of roadside assistance.
- Manage a schedule of over 100 drivers and assign over 40 routes to drivers on a daily basis.
- Monitor the route and status of drivers to coordinate them to be on time for their scheduled deliveries.
- Provide support for driver by addressing problems and requests by transmitting information or providing solutions.
- Communicate with drivers about their performance using data given from Amazon and coach drivers when needed.
- Enter data in the computer system and maintain logs and records of calls, activities and other information.

Driver Dynamex Sacramento Sept. 2016 – Feb. 2017

- Responsible for the pre-planning my own route to save fuel cost and travel time.
- Sorted and organized over 100 packages and loaded packages onto the cargo van.
- Maintained complete records of cargo van maintenance, delivery schedules, customer issues, and location notes to dispatch.
- Acknowledge by company executives to have delivered all company loads in a timely fashion to paying customers.
- Complete my own deliveries and help other drivers that couldn't deliver their own packages.
- Delivered all around the Sacramento county including Roseville, Auburn, Elk Grove, Davis, and Downtown Sacramento, etc.

Manager Sepia Photography Sacramento Nov. 2011 – May. 2014

- Promoted to manager in my second year with this company.
- Managed employee's hours and assigned breaks and lunches.
- Served guests and assign tasks to employees..
- Train newly hired employees.

EDUCATION:

2019

Coding Dojo, Oakland
Certificate of Achievement

2010-2013

Cosumnes River College, Sacramento
A.A. Film Studies

REFERENCE:

- Upon Request