

# Isaac Bracamontes

**Supervisor Delivery Driver/Operation assistant/Dispatch**

West Covina, CA

isaacbracamontes24@gmail.com - (310)933-2657

Seeking to obtain employment in a work environment that is mentally challenging and offers an opportunity for personal growth.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## WORK EXPERIENCE

### **Supervisor Delivery Driver/Operation assistant/Dispatch**

OnTrac - Compton, CA - November 2012 to Present

Promoted to Supervisor Delivery Driver

10/2014-present

Handle packages and deliver these to homes and offices quickly write down these packages in a log sheet for reporting get signatures of the addressees.

Pick up documents or other packages from clients in different locations load these to the vehicle and write them down in a log sheet. Operate a vehicle equipped with a standard transmission in a safe manner at all times.

Create delivery reports and other documents required for appraisal.

Work closely with shipping and receiving unit for a smooth delivery process.

Participate in team meetings and other workshops conducted and arranged by the company.

Do other tasks related to delivery and making sure the drivers run a smooth route, responding to emails and Dispatching drivers.

Ability to think outside the box and creat better and faster ways to finish the job.

Ability to work under pressure and through long hours.

Excellent customer service abilities.

Ability to lift heavy boxes.

Excellent memory skills.

Excellent Motivator and Lead.

Promoted to Operation assistant/dispatch 11/2013

Communicate with corporate, customers, and the drivers verbal and via email.

Handle hazmat packages

Oversee all aspects of logistical operations, including truckload planning, shipping/receiving, picking/packing, scheduling, dispatch and accurate record keeping.

Consistently earned positive evaluations and work performance bonuses.

Coordinating drivers and crews to send them to appropriate jobs.

Giving detailed logistical instructions to dispatchers.

Maintaining records related to delivery and customer receipt.

Coordinating the daily operations of drivers.

Developing strong working relationship with drivers.

Handling customer complaints or directing to appropriate department

Ensuring the timely completion of the dropped loads database.

Prioritizing customer requirements.

Promoted to Warehouse Lead- Ontrac

12/2012 - 375 W Apra St, Compton, CA 90220

In depth knowledge of managing quality control processes

Provided supervision and oversight of all team members and business operations

Hands on experience in monitoring and facilitating production and retail processes.

Evaluate team efficiency and delivery

Resolve customer disputes and complaints

Provide training, development and feedback to team members

Oversee shipping and related activities and paperwork

Established ability to work in a fast based and customer oriented environment.

### **Equipment Assembly**

Air Fayre Ca Inc - Torrance, CA - October 2011 to July 2012

Equipment assembler

Assemble and load food carts to their designated locations.

Check flights to properly conduct my work.

### **customer service cashier**

Sizzlers - South Gate, CA - June 2009 to October 2009

Responsibilities

Handling cash and credit transactions at cash registers.

Possess a friendly personality with all customers.

Assist customers in taking advantage of sales. Use coupons effectively.

## **EDUCATION**

### **High School Diploma**

South Gate Senior High - South Gate, CA

2005 to 2009

## **SKILLS**

Dedicated and meticulous Excel Expert with a strong client satisfaction history and superb attention to detail.

Excellent verbal and written communication skills. Knowledge of principles and processes for providing customer and personal services. The ability to follow through on assignments and work as a team player in order to accomplish goals. Team Leadership skills. Able to multi-task. Very dependable with strong organizational skills. Energetic and friendly.