karen theis

775 buckley highway   
union, 06076, Connecticut, US

Mobile Phone:

Secondary Phone: 860/684-7245

E-mail: beachykt@aol.com

OBJECTIVE

i enjoy working in a "casual atmosphere"....get along well with others and i have a great sense of humor! enjoy variety of tasks-- "multi-tasking"....never a dull moment!!! very high respect/passion for all facets of the transportation/trucking/construction industry....i just may be the "smile" you are looking for in your company!! i have worked in various types of offices over "my years" and enjoy learning new things, and "catch on quickly"! computer literate (microsoft office: word, excel, etc...) have dispatched in the past, and operated truck scales, as well as all "general office tasks" ...including billing/invoicing, processing orders, data entry, AR, multi-line phones, record keeping, filing, etc...

WORK EXPERIENCE

Customer Service Dispatcher

September 2007 - September 2009

brubaker, inc. | lancaster, pa 17601

Other/Not Classified

responsible for scheduling & dispatching technicians (hvac, plumbing, appliance & electrical divisions) to jobs via nextel 2-way radio (residential & commercial), follow-up with tech after calls, contact customers as needed

familiar with vms software, quick learner to "new" things,

office administrator/dispatcher

March 2002 - September 2006

laurel valley farms, inc. "soils division" | Landenberg, PA

Other/Not Classified

all general office duties, scheduling deliveries, dispatching trucks, invoicing customers, weekly/monthly reports to management, AR, experience with MS office programs, inventory, multi-task in fast-paced environment

EDUCATION

Associate Degree,

August 1986 - May 1988

briarwood college | Southington, CT

Major: executive secretary/administrative assistant, deans list

SKILLS

|  |  |
| --- | --- |
| able to multi-task, get along well with others, and love "challenges" | Beginner |

REFERENCES

Dan Evans

717/875-9117

Personal

mike valles

717/687-6120

Personal

angie havice

Human Resources Manager, brubaker, inc.

717/299-5641

Professional