

**Alexander Shmarkatyuk**  
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## **Skills**

- Extensive experience managing 20+ employees
- C++, SQL
- Savvy with Windows, Linux, MacOS
- Fluent in English, Russian, Ukrainian and Hebrew.

## **Experience**

### **Sinai Van Service, Inc. Far Rockaway NY 11691**

#### **Dispatcher**

**Nov 2015 - present**

Coordinate and dispatch drivers. Supervise over 25 employees. Build effective labor schedule to handle projected work volumes. Schedule pickup and return times. Input orders. Print and send contracts and invoices. Prepare drivers information. Complaint resolution. Multi tasking and detail orientation in a very stressful, fast-paced environment. Provide the highest level of service to customers. Train personnel. Oversee timely completion of tasks in the office.

### **Annabella Transportation, LLC Mt. Vernon, NY 10550**

#### **Transportation Dispatch Manager**

**Feb 2013 - Nov 2015**

Coordinate and dispatch drivers. Build effective labor schedule to handle projected work volumes. Schedule pickup and return times. Input orders. Print and send contracts and invoices. Prepare drivers information. Be on call (answer phone, texts, or emails) 24-7. Answer phones. Multi tasking and detail orientation in a very stressful, fast-paced environment. Provide the highest level of service to customers. Train personnel. Oversee timely completion of tasks in the office.

### **Prime Time Limousine, Inc. Stamford, CT 06902**

#### **Dispatcher**

**Jun 2010 - Nov 2012**

Coordinate and dispatch drivers. Build effective labor schedule to handle projected work volumes. Schedule pick up and return times. Keep track of arriving and departing flights. Input charter orders. Handle farm outs. Prepare drivers information. Communicate with drivers and clients. Multitasking and detail orientation in a very stressful, fast-paced environment. Provide the highest level of service to customers. Billing and collection.

## **Education**

**Hunter College**

**Currently in Computer Science program**

**New York, NY**