

# Jenny Lopez

## **Dispatcher - WRTD**

New Britain, CT 06051

[jennylopez787\\_sge@indeedemail.com](mailto:jennylopez787_sge@indeedemail.com)

(860) 770-5830

Willing to relocate: Anywhere

## Work Experience

---

### **Dispatcher**

WRTD - Mansfield, CT, US

February 2018 to Present

- Preparation of daily schedules
- Maintain files of clients serviced
- Reconciliation of daily schedules
- Weekly audit drivers
- Generate monthly reports for ridership and monthly mileage reports for all vehicles
- Type all office correspondence and postings
- Translate documents
- Take phone and written requests for transportation services from customers
- Input daily data into service statistics records

### **Avon Independent Representative**

Avon Products Inc. - New Britain, CT

2008 to Present

- Deliver orders and collect payment.
- Record orders into website.
- Arrange buying parties to sell merchandise.
- Answer questions about product features and benefits.
- Develop prospect lists.
- Distribute products samples or literature.
- Set up and display sample merchandise at parties.
- Train new representatives.

### **Human Resources Office Assistant**

CMHA - New Britain, CT

2012 to 2012

- Process, verify and maintain personnel related documentation.
- Record personal data for employees.
- Prepare and setup documents for new employee orientations.
- Examine employee files to answer any inquiries.
- Assist in electronic converting file system.
- Prepare badges for new employees.

### **Accounting Intern**

City of New Britain - New Britain, CT  
2011 to 2011

- Assisted in converting the City's financial data from their old system (DBS) to their new system (IFAS).
  - Accurately entered budgets into the new IFAS financial system.
  - Prepared and compiled the Annual Capital Improvement Program book which details the next five years of the City's CIP plan.
  - Completed School Construction Grant Request for reimbursement from the State DOE.
  - Reclass JE that were posted to the wrong accounts.
  - Created and posted journal entries to the City's financial accounting system.
  - Completed Invoice Summary & Processing (ISP) forms requesting reimbursement from the CT DOT for America Recovery & Reinvestment Act (ARRA) projects.
  - Prepared the Mayor's 2011 Annual Message that details the fiscal year 2011-2012 General Fund Budget and mill rate that accompanies all the July 2011 tax bills that get mailed to every New Britain household.
  - Uploaded BOE payroll into system.
- Office Assistant / Clerk

## Education

---

### **Customer Service Certificate**

Tunxis Community College - Bristol, CT  
2011

### **Bookkeeping Certificate**

Goodwin College - East Hartford, CT  
2008 to 2009

### **Certificate**

Capital Community College - Hartford, CT  
2009

### **Certificate**

Capital Community College - Hartford, CT  
2009

### **Certificate**

Tunxis Community College - Bristol, CT  
2008

### **Some College in Accounting**

Inter American University of Puerto Rico - San German, PR, US  
1989 to 1991

## Skills

---

- Customer service
- Data entry

- Payroll
- Accounts Payable
- Accounts Receivable
- Quickbooks
- Problem solving
- Microsoft Office
- Excel
- Cash handling
- Detail oriented
- Cdl License
- Dispatch
- Dispatching

## Certifications and Licenses

---

### Driver's License

## Assessments

---

### Scheduling — Highly Proficient

August 2019

Cross-referencing agendas and itineraries to avoid scheduling conflicts.

Full results: [https://share.indeedassessments.com/share\\_assignment/npivfj8fck73ykgp](https://share.indeedassessments.com/share_assignment/npivfj8fck73ykgp)

### Attention to Detail — Proficient

November 2019

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/8fd874496e2af273f94f17c2d571df51eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/8fd874496e2af273f94f17c2d571df51eed53dc074545cb7)

### Administrative Support — Highly Proficient

December 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/2c17a6067f0c1a9332a4e8dc5005b9c1eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/2c17a6067f0c1a9332a4e8dc5005b9c1eed53dc074545cb7)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

## Additional Information

---

Skills

Customer Service

CDL License

Quick Learner  
Work Independently  
Math Skills  
MS Office/Excel  
QuickBooks  
Payroll  
AP/AR  
Information Classification  
JE  
Problem Solving  
Confidentiality  
Prioritize  
Data Entry  
Excellent Grammar Skills  
Timely Meets Schedule Deadlines  
Reliable  
Trustworthy  
Flexible  
Analytical  
Efficient  
Quality Oriented  
Detail Oriented  
Professional  
Cash Handling