# Objective

To secure a long-term position with a well-established company, where my experience will be utilized to improve customer satisfaction, and promote the company’s brand.

# Experience

## **Dispatcher Leon County Schools Transportation, Tallahassee FL**

April-2013-June 2016

Dispatched school buses and other fleet as required, communicated with drivers via radio and phone

Designed, implemented, and evaluated safety and accident prevention programs while educating students and staff

Tracked and managed school buses using the SEON operations program

Performed other duties as assigned by management

## **Sr. Dispatcher Goodwill Industries, Tallahassee, FL**

July 2010- July 2012

Coordinated the movement and timeliness of trucks via phone and radio

Received incoming calls/requests for commercial & residential pick ups

Entered data for purchase orders, gas receipts and department purchases

Supervised 15-20 drivers

Performed daily quality assurance checks

Collected and reviewed driver daily logs

Ensured compliance of DOT regulations

**Dispatcher/Office Manager Grants Towing and Auto, Tallahassee, FL**

June 2006- August 2012

Received emergency calls, monitored progress of tow

Communicated with technicians using phones, computers, or 2 way radio

Conducted performance evaluations

Accounted for daily monetary transactions

Prepared weekly payroll

**Education**

## Tallahassee Community College, AA Business, Tallahassee, FL

## **References**

## James Cole, Leon County Schools Transportation

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