

Resume672

OBJECTIVE:

Highly motivated and dedicated professional to secure a position with your company as a *Dispatcher* using my skills, training, and experience

SUMMARY OF QUALIFICATIONS:

- Over 10 years' experience as Dispatcher for a gas utility company, coordinating services for residential, commercial, institutional, and industrial customers, dispatching service technicians, installers, and construction crews to troubleshoot, repair, and/or maintain a wide range of gas delivery systems
- Over 15 years' experience in the concrete construction industry with a focus on commercial projects including work for large corporations/businesses such as Tim Horton's, Immedia Care, Dunkin Donuts, and more
- Over 4 years' experience in a production/assembly producing micro-electronics, regulators for marine engines, plating copper to ceramic computer boards, etc.
- Operates all office equipment including multi-line phones, routing callers to appropriate personnel and/or taking messages, copiers, fax machines, scanners, printers, and more
- Experienced with complying with all laws/regulations
- Multi-tasks efficiently, dedicated, hard-working, on-time for any project, and completes projects on or ahead of schedule
- Strong communications, analytical, and problem-solving skills
- Experienced using computers, Windows, MS Office, Internet research, and email
- Works well independently or in a team environment

PROFESSIONAL EXPERIENCE:

06/1999 – 07/2014

General Labor

M.D. D'Andrea Concrete Construction, Amherst, NY

- Responsible for assisting masonry specialists with placing rebar into areas designated for poured concrete, cutting rebar to specified lengths, and clearing dirt from areas to be concreted
- Prepared for day's projects, setting up materials and tools including mortar mixes, bricks/concrete blocks, etc.
- Read blueprints and built wood forms to project specifications
- Poured concrete in new and existing buildings for a variety of projects including patios, garage floors, basement floors, sidewalks, and more for residential customers and large commercial work
- Cleaned up after completion of all projects

07/1992 – 07/1995

Dispatcher

C. Steen Trucking Naples, FL

- Responsible for coordinating OTR truck drivers, returning from Canada with lumber shipments and picking up oil field equipment from Texas back to Canada
- Prepared all DOT documentation, complete and accurate, to ensure no delays when crossing the border

02/1982 – 06/1992

Dispatcher

Entex Gas, Houston, TX

- Responsible for receiving emergency or urgent calls from the general public for the utility company and responding to such calls by coordinating and scheduling service crews, installers, and construction crews to troubleshoot, repair, and maintain gas delivery systems throughout the greater Houston, Texas area
- Maintained detailed logs of all scheduled dispatches

EDUCATION and TRAINING:

Machine Shop Training – 2 Years

Harkness Center, Cheektowaga, NY

High School Diploma

Sweet Home High School, Amherst, NY