Алєксєєва Ганна



TRUCK DISPATCHER, 20 000 ГРН.

1 серпня 2023 Місто: Київ

Готова до відряджень: Вишневе, Боярка, Софіївська Борщагівка

Вік: 41 рік
Режим роботи: повний робочий день, віддалена робота
Категорії: Логістика, доставка, склад

✔ Перебуваю в шлюбі ✔ Є діти

Увійдіть або зареєструйтеся на сайті як роботодавець, щоб бачити контактну інформацію.

Досвід роботи

Truck Dispatcher

Go Dispatch by Roman Khomiuk, Online Certification (Logistics), Київ
05.2023 – 07.2023 (2 місяці)

Обов'язки:

My video presentation: drive.google.com/file/d/1VYvHzph6qYfQSwYsNpTWKFBt8YshYXf9/view?usp=drive_link

Click to hear my training calls to brokers: drive.google.com/drive/folders/1VtFX_wuQoMibT0Npzar0WIOUCwKPZLqg?usp=drive_link

Here is some stuff I learned and know how to implement:

- Planning, organization and coordinating with drivers, customers, shippers, and receivers for timely pickups and deliveries.

- Filing in the appropriate paperwork (Microsoft Excel and Google Sheets), monitoring driver progress, processing orders.

- Communication with brokers by phone and e-mail, deal arrangements.

- Communication with drivers throughout the day to ensure correct and timely deliveries.

- Negotiation of prices & scheduling times.

- Resolution of different freight related issues.

- Follow company policies and procedures.

- Ability to work with different types of tractors and trailers (Dry Van, Flatbet, Conestoga, Hot Shot, Box Truck Cargo Van and others).

Loads Search:

- DAT

- Truck Stop

- Sylectus

Recommendations from Professional Dispatcher and Mentor: t.me/romans_go

✔ Є рекомендації з даного місця роботи

Freelance Marketing Copywriter

Self-Employed, Remote (IT),
04.2019 – 03.2023 (3 роки 10 місяців)

Обов'язки:

Worked with project-specific guidelines.
Supported client projects from planning to on-time completion of quality deliverables.
Reviewed and edited final copy for accuracy and to correct grammar errors.
Formatted copy to align with project-specific guidelines.
Created content for websites.
Composed original written material for various types of publications and submitted for approval by clients.
Collaborated with illustrators and photographers to enhance content.
Managed deadlines with efficiency.

Leading Specialist of Scientific and Technical Information

National University of Life and Environmental Sciences of Ukraine (Education, science), Київ
12.2013 – 04.2019 (5 років 4 місяці)

Обов'язки:

Worked to provide implementation of state policy in the field of scientific, technical, innovative activities and intellectual property.
Communicated clearly with other departments to keep everyone on same page and working toward established goals.
Accumulated and disseminated information on the scientific and technical activities and provides necessary methodological support.
Gathered, organized and input information into digital database.
Followed all the University policies and procedures to deliver quality work.

Specialist of Information and Marketing

National University of Life and Environmental Sciences of Ukraine (Education, science), Київ
05.2010 – 12.2013 (3 роки 7 місяців)

Обов'язки:

Ensured the participation of the University in exhibitions and was responsible for the permanent exhibition of scientific developments of the university scientists.
Accumulated and disseminated information on the scientific and technical activities and provides necessary methodological support.
Gathered, organized and input information into digital database.
Followed all the University policies and procedures to deliver quality work.
Performed organizational, research, editorial and methodological work on the publication of scientific works.
Communicated clearly with other departments to keep everyone on same page and working toward established goals.

Marketing specialist

Tour operator "Proland" (Tourism), Київ
09.2008 – 05.2010 (1 рік 7 місяців)

Обов'язки:

Worked with specialized software for travel agencies which helps with booking management, tour sales, client base management, financial operations, travel tracking, reporting and analytics.
Produced tables and graphs, use spreadsheets efficiently, and perform calculations and automation to process large volumes of data.
Created automated reporting spreadsheets using Tables for the another departments to support their decision-making processes.
Prepared data visualizations with Excel charts for weekly and monthly presentations.
Used various market research tools and techniques to gather, analyze and interpret data.
Generated reports to support development and implementation of marketing plans.
Collaborated with travel agents on creating differentiated agencies' experiences in prices policy.

Освіта

International Slavic University (Харків)

Спеціальність: International Relations

повна вища, 09.2002 – 06.2008 (5 років 9 місяців)

Додаткова освіта

• Dispatcher Training Program “Go! Logist Academy”, 2023

• Accountant, 1C user, 2005

Знання мов

Англійська - Середній, Українська - Високий рівень (вільно), Російська - Високий рівень (вільно)

Додаткова інформація

Знання комп'ютера, програм: Microsoft Excel and Google Sheets Google Docs

Особисті якості, хобі, захоплення, навички: Analytical thinking, Hardworking, Conflict-free, Teamwork, Stress resistance, Conflict settlement

Мета пошуку роботи, побажання до місця роботи: Motivated professional with a proven track record in marketing and recent dispatcher training excitedly pursuing a career transition to become a truck dispatcher. Passionate about the logistics industry, I am eager to leverage transferable skills in marke