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### **Personal Statement**

I am a friendly, loyal and dedicated individual with ambition to succeed in any given environment. I enjoy working with the public and providing excellent customer service.

### **Work Experience**

#### **Traffic Clerk/Logistics (September 2013 - )**

##### **Autumn Logistics, Woodbury Mn/Spectro Alloys , Rosemount Mn**

- \*Receive incoming requests via telephone and email for delivery appointments
- \*Examine contents and compare with records, such as manifests, invoices, or orders, to verify accuracy of incoming or outgoing shipment.
- \*Prepare documents, such as work orders, bills of lading, or shipping documents, to route materials.
- \*Record shipment data, such as weight, charges, space availability, damages, or discrepancies for reporting, accounting or record keeping purposes.

#### **Food Service (September 2007 - June 2013)**

##### **District 112 Chaska High School, Chaska Mn**

- \*Apportion and serve food to facility and students
- \*Cook foodstuffs according to menus and number of portions needed
- \*Monitor menus and spending to ensure that meals are prepared economically
- \*Requisition food supplies based on future needs
- \*Wash pots, pans, utensils and other cooking equipment
- \*Accept payment from customers, and make change as necessary

#### **Dispatcher/Manager (May 1985 - June 1992)**

##### **Enterprise Freight Systems Inc, South St. Paul Mn**

- \*Receive calls requesting services
- \*Calculate rate according to size and destination of goods
- \*Identify shipping firms that can handle the product and destination
- \*Schedule pick up and deliveries
- \*Communicate pick up and destination directions with driver
- \*Track and monitor shipment until completion
- \*Resolve any issues due to weather, traffic or truck breakdown