

# Andrew Tellez

Johnstown, CO 80534

[andrewtellez6\\_pr5@indeedemail.com](mailto:andrewtellez6_pr5@indeedemail.com)

+19707754536

Authorized to work in the US for any employer

## Work Experience

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### **Dispatch & Schedule Supervisor**

WS Barricade-Fredrick, CO

November 2021 to Present

**Scheduling Management:** Manage and create daily schedules, coordinating with field managers as well as the ground crews. Providing specific project locations as well as providing the appropriate Traffic Control plan for each site.

**Communications Management:** Manage and develop relationships with many diverse companies in various states. Maintaining professional and open communicating before and after hours via phone, email etc. Communicating is pivotal among by team, everything starts with us, so being on the same page is a must.

**Data Management:** Creating and organizing current and future projects, while communicating with vendors via email or by phone. Using different applications to help create project folders which will allow crews to have access to project files. As well as collecting work order and purchasing orders from customers to ensure our accounting department is accurate in their billing.

**Financial Management:** Reviewing daily payroll, as well as fixing any payroll issues that are located on the daily report. Documenting and recording daily and weekly billing breakdowns by vendor.

#### Key Accomplishments

- Managing several different departments and different personalities.
- Creating several reports to help gather more information to create better procedures.

### **Dispatch & Schedule Specialist**

WS Barricade-Fredrick, CO

October 2020 to November 2021

**Scheduling Management:** Manage and create daily schedules, coordinating with field managers and on the ground crews on specific location as well as the required

Traffic Control plan for each site.

**Communications Management:** Manage and develop relationships with a diverse company. Maintaining professional and open communicating with the team before and after hours. This goes beyond just the company but have a professional relationship with vendors and frequent customers. Developing these relationships is a huge key to our success.

**Data Management:** Creating and organizing current and future projects, while communicating with vendors via email or by phone. Using different applications to help create project folders which will allow crews to have access to project files.

Financial Management: Reviewing daily payroll, as well as fixing any payroll issues that are located on the daily report.

#### Key Accomplishments

- Integrated strategies that helped with scheduling issues
- Created new procedures in cancellations along with a billing strategy to help monitor this.

### **Breakdown Dispatch Specialist**

JBS Carriers-Greeley, CO

July 2019 to June 2020

Transport System Management: Coordinating truck and trailer repairs to ensure fleet is operational for the delivery of product.

Vendor Management: Manage a variety of vendor relationships for parts and services pertaining to the transportation fleet and associated equipment.

Established and maintained key contacts necessary for expedient order processing, inventory control and product returns.

Data Management: Developed documentation and reports associated with truck and trailer repairs used to manage business processes and provide analytical information to company managers and executives for budget forecasts, profit & loss calculations, and historical records management.

Financial Management: Received and processed invoices for payment, ensuring that fees charged are accurate and in alignment with contractual agreements. Verified accuracy of invoices and followed accounting processes for invoice records storage.

Communications Management: Provided communications to peers and management colleagues pertaining to transportation fleet related matters, ensuring smooth operation and clear understanding of any associates issues, risks, opportunities, and challenges.

### **Invoicing Specialist**

JBS Carriers Current-Greeley, CO

July 2018 to July 2019

Office Management: Answered incoming calls from vendors and partners on behalf of an office of (5) employees. Directed inquires to the appropriate resources and ensured messages from callers were distributed.

Data Management: Performed data entry functions, including updating department spreadsheets and online database platforms.

Order Processing: Issued Vendor purchase order numbers for payment of department services and equipment.

Applications Utilization: Leveraged Microsoft Office (Word, Excel and PowerPoint), as well as MS Outlook for email. Also TMT, TMW: operating systems for our trucking fleet.

#### Key Accomplishments:

- Developed new methods on inputting invoices to be more efficient and accurate.
- Implemented new training processes for maximizing performance.

## Education

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### **Associate of Liberal Arts in Liberal Arts**

Aims Community College - Greeley, CO

2012

### **Bachelor of Arts in Social Science**

Regis University - Denver, CO

## Skills

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- Management
- Project Management
- Schedule management
- Typing
- Revenue management
- Financial report interpretation
- Supervising experience
- Construction
- Leadership
- Bluebeam
- Microsoft Office
- Microsoft Project
- Communication skills
- Time management
- Microsoft Excel
- Microsoft Word
- Computer skills
- Baking
- Basic math
- Customer service
- English
- Data entry
- Organizational skills
- Microsoft Outlook
- Analysis skills
- Commercial construction
- Cost control
- Quality control
- Microsoft Powerpoint
- Personal assistant experience

- Calendar management
- Data analysis skills

## Certifications and Licenses

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### **Driver's License**

August 2021 to June 2026