



BRAYAN SOTO

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Summary

Skilled Dispatcher with 4 years of experience. Adept at coordinating schedules and field personnel to provide efficient service to customers. Well-versed in shipping and emergency policies, delivery requirements and driver practices.

Skills

- Error Identification
- Data Transcription
- Advanced Clerical Knowledge
- Verifying Data Accuracy
- Spanish Fluency

Experience

XPO Logistics | Henderson, CO

Data Entry Clerk

11/2022 - 05/2023

- Scanned and stored files and records electronically to reduce paper files and secure data.
- Collected and organized information for entry, prioritizing entries to increase efficiency.
- Input client information into spreadsheets and company database to provide leaders with quick access to essential client data.

ImageFIRST | Denver, CO

Sales Assistant

11/2022 - 05/2023

- Helped customers find specific products, answered questions and offered product advice.
- Answered incoming telephone calls to provide store, products and services information.
- Accepted and completed cash, check and credit card payments.
- Met with customers to offer assistance with selecting merchandise, finding accessories and completing purchases.

Boise Cascade | Denver, CO

Dispatcher

09/2018 - 10/2022

- Scheduled loads according to priority and available equipment.
- Monitored dispatch board and adjusted call priorities regularly based on caller needs.
- Utilized various software systems to facilitate movement, planning and scheduling.
- Worked closely with transportation supervisor to dispatch and assign loads.

Education and Training

Victory Preparatory Academy High School State Charter Sch | Commerce City, CO

High School Diploma

05/2018