

JOAN MOODY

611 N 30th 303 746 1282 joan_moody@hotmail.com

Transportation/ Safety Manager

Dedicated and technically skilled business professional with a versatile administrative support skill set developed through experience as an office manager, secretary, administrative assistant and office clerk.

Excel in resolving employer challenges with innovative solutions, systems and process improvements proven to increase efficiency, customer satisfaction and the bottom line.

Offer advanced computer skills in MS Office and other applications/systems.

Key Skills

Office Management

D.O.T Compliance / IFTA

Staff Development & Training

Workman's compensation

Report & Document Preparation

Spreadsheet & Database Creation

Accounts Payable/Receivable

Bookkeeping & Payroll

Records Management

Meeting & Event Planning

Inventory Management

Expense Reduction

Experience

Preferred Cartage Services Greeley, CO
Billing Specialist/Safety Assistant

September 2022 to May 2023

Processed all incoming paperwork to make sure everything is invoiced in a timely manner. Assisted with collections of past due accounts, posting payments to proper accounts and completing deposits for company in McLeod. Assisted with driver payroll to ensure accurate mileage being paid. Reconciled EFS account to ensure receipts were turned in promptly. Answered all incoming lines and routed calls to appropriate staff, helped the safety manager with driver logs and driver files to ensure they were operating legally under FMCSA rules.

Mauser Packaging Solutions Brighton, CO
Administrative Assistant

February 2022 to September 2022

Assisted the plant manager with day-to-day operations, ensure paperwork is complete for outgoing shipments. Answered incoming phone lines and assisted customers with requests. Assisted walk in customers with purchasing merchandise and collecting payment.

G&Z Transport LLC, Brighton, CO
Safety Manager

May 2019 to February 2022

Complete D.O.T compliance files, driver qualification files and logs for all drivers. Help with application of new hires, help train new drivers on all paperwork, Assist with workman's compensation as well as accident and incident investigations. Maintain Logging program, council drivers on violations Track driver expiration reports for Physicals and Licenses. Maintain fuel and truck mileage reporting for IFTA

Empire Warehouse Inc. Denver, Co

September 2014 to May 2019

Transportation / Safety Assistant / Account Representative

Assist dispatch with local and OTR drivers, make appointments, assist with phone

Assist Safety Manager with D.O.T compliance files, driver qualification files and logs for all drivers. Help with application of new hires, help train new drivers on all paperwork, Assist with workman's compensation as well as accident and incident investigations.

Enter all drivers into JJ Keller Program, track driver expiration reports for Physicals and Licenses.

Maintain fuel and truck mileage reporting for IFTA

Direct Transport Denver, Co

October 2013 to September 2014

Safety Director

Hiring, Retention, train new drivers as well as Mechanic Shop Training, File and report all workman's compensation as well as accident and incident investigations.

Enter all drivers into JJ Keller Program, track driver expiration reports for Physicals and Licenses. Maintain fuel and truck mileage reporting for IFTA

Mile Hi Foods, Denver, Co

2003 to October 2013

Transportation / Safety Assistant

Assist dispatch with local and OTR drivers, make appointments, assist with phone

Assist Safety Manager with D.O.T compliance files, driver qualification files and logs for all drivers. Help with application of new hires, help train new drivers on all paperwork, Assist with workman's compensation as well as accident and incident investigations.

Enter all drivers into JJ Keller Program, track driver expiration reports for Physicals and Licenses.

Complete payroll for all drivers, maintain fuel and truck mileage reporting for IFTA

Education

PARKS JUNIOR COLLEGE, Denver, CO

Associates Degree

Major: Office Management

Minor: Legal Secretarial