

Katie Schreiner

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970-581-6082

- Seeking a full time position in your organization which would allow me to gain future experience in this field. I would like to perform my duties with good communication skills and ability to handle multiple tasks, while always looking for more efficient ways to do the same task. Naturally compelled to lead and be a positive example for others. Genuinely cares for and respects others.

Authorized to work in the US for any employer

Work Experience

Dispatcher/Customer Service

Martin Marietta Materials - Fort Collins, CO

January 2017 to Present

- Answering high volume phone calls
- Placing concrete orders
- Knowledge of concrete mix designs and admixtures
- Assuring order accuracy
- Patient
- Assuring daily credit card admin is done accurately and correctly each day
- Dispatching 50+ trucks daily from 2 different plants to jobsites
- Experience with Command Alkon

Logistics/Dispatcher

Gibsons Energy - Johnstown, CO

January 2015 to September 2015

- Excellent planning, management and cost effective route scheduling skills.
- Well practiced in arranging cover drivers timely in case of uninformed absence.
- Provided full logistic support to sales and field technicians, assuring on-time pickup and delivery, emergency response to customer breakdowns and outages, and maintaining project folders for manager review.
- Create and plan customer's inbound routing based on a dynamic production schedule. Consolidate, add, and eliminate routes according to change in production.
- Proficient in TMW.
- Confer with customers or supervising personnel in order to address questions, problems, and requests for service or equipment.
- Schedule and dispatch workers, work crews, equipment, or service vehicles to appropriate locations according to customer requests, specifications, or needs, using radios or telephones.
- Excel in telephone etiquette and listening skills.
- Act's as a positive role model; possess integrity, focus, commitment, flexibility, diplomacy and a team spirit.

Dispatcher

Transpro-Burgener - Fort Collins, CO
October 2014 to January 2015

- Relay work orders, messages, and information to or from work crews, supervisors, or field inspectors, using telephones and two-way radios.
- Advise personnel about traffic problems, such as construction areas, accidents, congestion, weather conditions, or other hazards.
- Ability to work independently as well as with a team
- Basic knowledge of TMW and TMS
- Exceptional customer service skills

Dispatcher

Tutle & Tutle - Nunn, CO
July 2014 to November 2014

- Dispatching trucks in Northwestern North Dakota
- Schedule or dispatch workers, work crews, equipment, or service vehicles to appropriate locations, according to customer requests, specifications, or needs, using radios or telephones.
- Knowledge of North Dakota, Colorado and Wyoming areas. Ex: Wells Ranch, I-70, New Raymer.
- Relay work orders, messages, or information to or from work crews, supervisors, or field inspectors, using telephones or two-way radios.
- Advise personnel about traffic problems, such as construction areas, accidents, congestion, weather conditions, or other hazards.
- Ability to work independently as well as with a team
- Basic knowledge of TMW and TMS
- Exceptional customer service skills

Dental Assistant

Rockies - Fort Collins, CO
February 2013 to April 2014

- Temporarily working as a dental assistant in different offices as needed.
- Prepare patient, sterilize or disinfect instruments, set up instrument trays, prepare materials, or assist dentist during dental procedures.
- Expose dental diagnostic x-rays.
- Record treatment information in patient records.
- Provide postoperative instructions prescribed by dentist.

Education

GED

COLORADO SCHOOL OF DENTAL ASSISTING - Fort Collins, CO
December 2010

Skills

- Microsoft Word (7 years)
- Microsoft Excel (3 years)
- Administrative Skills (5 years)

- Phone Skills (10+ years)
- Type 45 Wpm (5 years)
- File Maintenance (1 year)
- Administrative Assistant
- CSR
- Call Center
- Customer Service
- Customer Care
- Eaglesoft
- Dental Assisting
- Phone Etiquette
- Dispatch (6 years)

Certifications and Licenses

Dental Assistant

Present

Real Estate License

Northern Colorado College of Real Estate

Certified Dental Assistant

Dental Radiology