

Megan Wells

Johnstown, CO 80534

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Authorized to work in the US for any employer

Work Experience

Dispatch Coordinator

Faust Landscaping

January 2020 to Present

Freight Broker/Dispatcher/Sales

Universal Freight - Houston, TX

January 2016 to February 2017

Customer Relations, Sales, Arranged Meetings with potential new clients, Dispatched all trucks, Completed projects for Customers from start to finish, Collected Proof of delivery from drivers, Corresponded to all emails, sent freight quotes out.

Secretary/Admin/Dispatcher/Personal Assistant

Robin Hood Transport - The Woodlands, TX

March 2013 to September 2016

Answered Multiple Phone lines, Invoiced Weekly, Accounts Receivable, Data Entry, Dispatched Truck Drivers to designated locations, Joint Count and Footage, Dr. Dispatch Software, Microsoft Excel, Driver Payroll, Added trucks to insurance, Handled Insurance Claims, Created Driver Files, Customer Service, Organized Company Files, Applied Payments in Quickbooks, Personal Assistant to the owner, Paid all bills for the company, set up financing for new Truck notes, Worked with a factoring company on a weekly basis, Created contracts for new drivers, Checked safety scores, Corrected then sent in all signed citations, Incharge of file audits, Assisted in lowering safety scores, Handled random drug screens, Ran Mileage per state for Ifta Taxes.

Administrative Assistant

RHT LOGISTICS/ROBIN HOOD TRANSPORT

2013 to 2015

Waitress

Whistle Stop Café - Conroe, TX

November 2011 to March 2013

Server

Secretary

Trio Electric - Houston, TX

July 2010 to October 2011

281-642-5099

Answered Phone calls, took messages, and filed important paperwork

Host, Host Manager, Trainer, Server

Conroe, TX

October 2008 to June 2010

Made Host Schedule every week using Microsoft Excel, and organized host meeting at the beginning of every Month.

Education

High School Diploma

Conroe High School - Conroe, TX

2011

High school diploma

Lonestar College - Conroe, TX

Skills

- Personal Assistant (2 years)
- Transcription
- Multi-line Phone Systems
- Accounts Receivable
- Proofreading
- Clerical Experience
- QuickBooks
- Word Processing

Assessments

Medical receptionist skills — Highly Proficient

February 2020

Managing physician schedules and maintaining accurate patient records

Full results: [Highly Proficient](#)

Customer focus & orientation — Proficient

December 2019

Responding to customer situations with sensitivity

Full results: [Proficient](#)

Proofreading — Familiar

March 2021

Proofreading written texts.

Full results: [Familiar](#)

Management & leadership skills: Planning & execution — Familiar

April 2020

Planning and managing resources to accomplish organizational goals.

Full results: [Familiar](#)

Attention to detail — Proficient

February 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Proficient](#)

Customer service fit — Proficient

April 2020

Measures the traits that are important for success for customer service roles.

Full results: [Proficient](#)

Work style: Conscientiousness — Proficient

March 2021

Tendency to be well-organized, rule-abiding, and hard-working

Full results: [Proficient](#)

Emotional competence — Proficient

January 2020

Managing one's own emotions and understanding those of others.

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

Skills

- Quick Learner
- Organized multi-tasker
- Credit card processing
- Multi-line phone talent
- Exceptional communication skills