

Renei Dorian

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Denver Metro Area

PROFESSIONAL SUMMARY

Detail-oriented and reliable professional with experience in logistics, dispatch operations, production support, and aerospace quality inspection within a Department of Defense contractor environment. Strong organizational and communication skills with a proven ability to interpret technical documentation, ensure compliance with strict quality standards, maintain accurate records and support operations in fast-paced environments. Seeking an office-based role leveraging organizational, analytical, and problem-solving skills to support operational success.

CORE SKILLS

Dispatching & Scheduling • Time Management • Communication • Operations Coordination • Record Keeping • Quality Inspection • Problem Solving • Attention to Detail • Compliance & Documentation

PROFESSIONAL EXPERIENCE

Dispatching Manger Lott's Towing | 2013-2016

- Coordinated towing services and managed high-volume incoming service requests
- Communicated with drivers to ensure efficient routing and timely service
- Maintained detailed logs of calls, routes, and customer interactions

Production Assistant Matteson Chemicals | March 2016 –March 2020

- Supported daily production operations in a chemical processing environment
- Collaborated with team members to achieve daily production goals effectively
- Followed strict safety procedures and compliance standards
- Performed quality checks to ensure adherence to production standards
- Trained new employees regarding machinery operation and safety guidelines

Dispatcher Eastern Auto Parts Warehouse | March 2021 – September 2024

- Excelled in multitasking to manage a high call environment of up to 200+ orders per shift with professionalism and efficiency
- Received, prepared, and released work orders in alignment with established procedures
- Proficiently used computer systems for tracking and managing driver and order information
- Responded quickly to emergencies involving drivers and/or vehicles
- Proactively identified potential issues before they occurred and took corrective action as needed

Inspector Interstate Connecting Components | January 2025 – April 2026

- Performed detailed inspections of aerospace and submarine components to ensure compliance with engineering specifications and Department of Defense standards
- Interpreted technical drawings, blueprints, and specifications to verify dimensional and visual conformity
- Utilized precision measuring instruments to verify component tolerances and specifications
- Identified, documented, and reported non-conformances; supported corrective and preventive actions
- Developed cross-functional expertise in upstream processes to strengthen overall quality assurance and production alignment
- Maintained accurate inspection records to ensure full traceability and audit readiness; maintaining a 100% compliance during audits

EDUCATION

Associate of Arts degrees in Political Science, History, and International Studies

Rowan College at Burlington County