

Tanessa Villalovos

Thornton, CO 80601

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Authorized to work in the US for any employer

Work Experience

Shop manager

CPR Auto Detail LLC - Thornton, CO

May 2012 to Present

Shop manager

Customer service

Auto transporter

Auto detailer

Dispatch Supervisor

Mr. Rooter Plumbing - Dacono, CO

July 2018 to February 2021

Dispatching plumbers / technicians.

Making the schedule.

Dispatcher Supervisor

NRX Logistics - Brighton, CO

July 2016 to July 2018

Dispatch supervisor

Manage Drivers and helpers

Call Customers

Reports such as Closing reports and incomplete reports.

emails

customer service

Scanned through dispatching software

verifying pictures and signatures.

Autozone

Assistant commercial manager - Brighton, CO

April 2012 to July 2016

Manage Drivers

customer service

cash handling

order puller

account specialist

Education

High school diploma

Pennfield Senior High School

January 2021 to July 2021

Skills

- Diesel (Less than 1 year)
- Dispatch (2 years)
- Logistics
- Management (5 years)
- Operations
- Outlook
- Quickbooks (7 years)
- Scheduling
- Customer Service
- Plumbing
- Accounts Payable
- Commercial driving
- Supervising experience

Assessments

Customer focus & orientation – Highly Proficient

December 2020

Responding to customer situations with sensitivity

Full results: [Highly Proficient](#)

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