

TARA ROBERTS

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Authorized to work in the US for any employer

WORK EXPERIENCE

Dispatcher

RFI Renewable Fiber - Eaton, CO
February 2018 to May 2020

Coordinate/Administrate frac sand traffic functions for delivery
Responsible for all incoming/outgoing calls and texts and emails
Record dispatch orders to drivers
Keep track off all driver paperwork and b.o.'s
Monitor driver performances for safe deliveries
Stay updated on D.O.T regulations to keep track of driver hours of service
Resolve, record any driver issues/concerns in a timely manor

Monitor GPS for deliveries and emergencies

Administrative Assistant/Dispatcher/ paperwork manager

Transpro Burgener Trucking - Fort Collins, CO
February 2017 to January 2019

Dispatch frac sand department 6 months.
Admin. Assistant/Paperwork Manager 1.6 months
Driver Concierge 2 years
Shop Admin assistant 1.6 years

Solid understanding of hours of service , D.O.T compliance, safety compliance pertaining to truck drivers in dry bulk oil field services

Assisted driver managers

Assisted Independent Contractor Manager, contractor packets, new hires, orientations, and overseeing documents needed and making sure they were legal to run for us.

Taking calls from company and contractors to help with any of their issues, ie: payroll, email settlements, updating their insurances, checking D.O.T's, and supporting driver issues, directing to management.

Assisted in payroll department

Dispatcher

Smart Rides - Greeley, CO

August 2014 to March 2016

Responsibilities

Answer calls and dispatch taxi drivers to pick up customers on a timely schedule, input data for pick up's for the next day and schedule rides record keeping of daily trip sheets and daily total transit accounts

Dispatcher

Prestige Car Service - Loveland, CO

March 2014 to August 2014

inbound calls to send luxury cars to pick up patrons

Contents Technician -Team Lead

All Phase Restoration, Fredrick, Co

February 2012 to August 2012

Lead crew to fire and water damaged homes to pack up clean deodorize and restore contents

Dispatcher/Customer Service

Larimer Humane Society - Fort Collins, CO

March 2008 to October 2008

Responsibilities

Answer multi line phones

sworn in to write summons and warnings

Direct animal control officers to calls depending on importance Records every call and maintain animal accounts

Office Manager/Dispatcher/Supervisor

System 1 - Fort Collins, CO

June 2006 to May 2007

Managed 60 employees in Northern Colorado and Wyoming

Responsible for Payroll, Accounts Receivable, Accounts Payable, Inventory

Produced 85 different training manuals

Responsible for hiring new employees

EDUCATION

High school diploma in General Studies

Terre Haute South Vigo High School

SKILLS

- Dispatch (5 years)
- Micosoft office (7 years)
- as400 (2 years)

- logistics taxi software (2 years)
- Marlin (2 years)
- Pedigree Technologies (2 years)
- Administrative Assistant (4 years)
- TMW (Less than 1 year)
- Mighty Text (used for dispatch) (2 years)
- TMT (used for shop mechanic details) (Less than 1 year)
- Driver Concierge (3 years)
- Billing, P.O's, Coding (2 years)
- Customer Relations (10+ years)
- Adobe (3 years)
- Multi-line Phone Systems (5 years)
- Accounts Receivable (2 years)
- Logistics (3 years)
- Office Management (2 years)
- Management (5 years)
- Payroll (2 years)
- Accounts Payable (2 years)
- Restoration Industry Experience (2 years)
- Microsoft Outlook (8 years)
- Freight Experience (3 years)
- Data Entry (5 years)
- Human Resources (1 year)
- Fire Restoration (2 years)
- Microsoft Excel (5 years)
- Microsoft Word (5 years)
- Customer Service (10+ years)
- Delivery Driver Experience (3 years)

CERTIFICATIONS AND LICENSES

Driver's License

ASSESSMENTS

Scheduling — Proficient

August 2020

Cross-referencing agendas and itineraries to avoid scheduling conflicts.

Full results: [Proficient](#)

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