

Amina Khan

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SUMMARY

Dedicated Dispatcher with over 5 years of experience in coordinating logistics and transportation operations. Proven ability to manage multiple priorities in high-pressure environments, enhancing operational efficiency by up to 30%.

EXPERIENCE

Senior Dispatcher

Jan 2022 - Present

Citywide Logistics, Chicago, IL

- Increased on-time delivery rates from 85% to 95% through streamlined scheduling processes.
- Implemented a new routing software that reduced delivery times by an average of 20 minutes per route.
- Trained and mentored a team of 5 junior dispatchers, improving overall team performance and cohesion.

Dispatcher

Jun 2018 - Dec 2021

Rapid Transport Solutions, Chicago, IL

- Managed dispatch operations for a fleet of 50 vehicles, achieving a 15% reduction in fuel costs.
- Developed and maintained relationships with clients, leading to a 25% increase in repeat business.
- Utilized GPS tracking and routing software to optimize delivery routes, saving an average of 10 hours per week.

Logistics Coordinator

May 2015 - May 2018

National Freight Lines, Chicago, IL

- Coordinated logistics for over 100 shipments weekly, ensuring compliance with safety regulations.
- Enhanced inventory management processes, reducing discrepancies by 40% through accurate tracking.
- Assisted in the implementation of a new logistics software that improved shipment tracking efficiency.

EDUCATION

Bachelor of Science in Logistics and Supply Chain Management

May 2018

University of Illinois, Champaign, IL • GPA: 3.7

SKILLS

Technical Skills: Dispatch Software, Route Optimization, GPS Tracking Systems, Inventory Management

Tools & Frameworks: Microsoft Excel, Trello, Verizon Connect