

Jasmine Rodriguez

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SUMMARY

Dedicated and detail-oriented recent graduate with a strong background in logistics and communication. Proven ability to manage multiple tasks efficiently in fast-paced environments, seeking to leverage skills as an Entry Level Dispatcher.

EXPERIENCE

Logistics Coordinator Intern

Jun 2022 - Dec 2022

ABC Logistics, Austin, TX

- Assisted in optimizing delivery routes, resulting in a 15% reduction in fuel costs.
- Coordinated communication between drivers and clients, improving response times by 20%.
- Utilized dispatch software to track shipments, ensuring 98% on-time delivery rate.

Customer Service Representative

Jan 2020 - May 2022

XYZ Transportation Services, Austin, TX

- Resolved customer issues efficiently, achieving a 95% satisfaction rating.
- Maintained accurate records of customer interactions, improving data retrieval speed by 30%.
- Collaborated with dispatch teams to ensure timely service delivery.

Warehouse Associate

May 2018 - Dec 2019

Global Shipping Co., Austin, TX

- Streamlined warehouse processes, reducing processing time by 25%.
- Supported logistics operations and inventory management, ensuring stock accuracy of 99%.
- Participated in team training on safety and efficiency protocols.

EDUCATION

Bachelor of Science in Logistics and Supply Chain Management

May 2022

University of Texas at Austin, Austin, TX • GPA: 3.8

SKILLS

Technical Skills: Route Optimization, Dispatch Software, Data Entry, Problem Solving

Tools & Frameworks: Microsoft Excel, SAP, TMS (Transportation Management Systems)