



SHEREE DUCKWORTH

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Summary

Highly-motivated employee with desire to take on new challenges. Strong work ethic, adaptability, and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

Skills

- Organization
- Computer Skills
- Problem-Solving
- Multitasking
- Planning
- Leadership

Experience

S&D Logistics | West Memphis, AR
Dispatch Specialist
06/2024 - Current

- Utilized computer software to track shipments, generate reports, and maintain records.

Kashless Travels | Osceola, AR
Dispatcher
03/2020 - 06/2021

- Received and dispatched calls for emergency services.
- Monitored radio frequencies to ensure proper communication between personnel in the field and dispatch office.
- Updated records of driver locations, delays, and cancellations.
- Assigned drivers to appropriate routes based on customer needs.
- Provided timely updates to customers regarding their orders or requests.
- Maintained logs of all incoming calls and assigned tasks.