

RAINYMEI PANES

FREIGHT DISPATCH SUPPORT SPECIALIST & LOGISTICS OPERATIONS ASSISTANT

Freight Dispatcher Support | Carrier Coordination | Remote Logistics Operations

Iloilo City, Philippines
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SUMMARY

Motivated and detail-oriented Freight Dispatcher and Logistics Support Specialist with training in U.S. trucking operations, load coordination, shipment tracking, carrier communication and freight documentation. Trained in DAT Load Board navigation, POD processing, and dispatch workflow support. Strong communication, organizational, and problem-solving abilities with a commitment to reliable remote customer and carrier support in fast-paced logistics environments.

Freight Dispatch Operations Training

US Truck Dispatcher Course

Udemy | 2026

- Completed hands-on freight dispatch workflow training, driver assignments, and shipment scheduling using standard dispatch workflows
- Performed load searches and lane matching using DAT load board simulations
- Managed shipment tracking updates and communicated delivery status to simulated brokers and carriers.
- Prepared rate confirmations, POD documentation, and freight support paperwork
- Practiced broker-carrier communication, negotiation fundamentals
- Assisted in dispatch coordination and route planning exercises
- Maintained organized logistics records using Google Sheets and Microsoft Excel

Freight Dispatching and Logistic Support Course

Freight Courses 101 | 2026

- Completed training in freight dispatching, load coordination, and logistics operations support
- Learned dispatch documentation including BOLs, PODs, and carrier packets
- Gained knowledge in load boards, shipment tracking, and trucking operations support

Availability

- Available for Remote Night Shift / U.S. Time Zone Support
- Reliable high-speed internet connection
- Open to Full-Time Remote Logistics Operations Roles
- Available for after-hours operational and logistics support

SKILLS

LOGISTICS & DISPATCH OPERATION

- Freight Dispatch Coordination
- Load Planning and Scheduling
- Shipment Tracking & Updates
- Carrier & Driver Communication
- Broker Coordination
- Route Planning
- Freight Documentation
- POD & Rate Confirmation Processing
- Customer Support

Load Boards & Software

- DAT Load Board
- Truckstop
- Google Sheets
- Microsoft Excel
- Email & CRM Systems

Administrative Skills

- Data Entry
- Multitasking
- Time Management
- Problem Solving
- Attention to Detail

EDUCATION

Iloilo Doctors' College

Bachelor of Science in Medical Technology
2005 - 2009