

MADELYN ESPALDON

Philippines

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PROFILE:

Detail-oriented and reliable Freight Virtual Assistant with hands-on training in U.S Freight brokerage operation. Experience in load postings, carrier sourcing, quoting, dispatching and track & trace using tools such as DAT Load Board, Trackstop, and TMS platforms. Strong background in communication and organization from years in the teaching profession. Capable of supporting brokers in managing shipment efficiency, coordinating with carriers and ensuring on-time-delivery.

FREIGHT VIRTUAL ASSISTANT EXPERIENCE:

(Freight Operations: Practical Training)

- Posted loads on DAT Load Board and Truckstop to source qualified carriers.
- Contacted carriers to negotiate rates and confirm availability.
- Provided competitive rate quotes based on lanes, market trends, and load details.
- Dispatched drivers and ensured all load detail were clearly communicated.
- Performed track & trace by monitoring shipments and operating brokers/customers in real time.
- Maintained communication with carriers regarding pick-up, transit, and delivery status.
- Verified carrier details (MC/DOT) and ensured basic compliance requirements.
- Entered and updated load information accurately in TMS system.
- Managed emails, follow-ups and documentation for smooth freight operation.

TOOLS & SYSTEM:

- Transportation Management System (TMS)
- DAT Load Board
- Truckstop Load Board
- DOFT

WORK EXPERIENCE:

- Teacher
(3 years of experience)
Headstart College of Criminology
2002-2005
- Managed high-volume documentation, reports, and scheduling tasks with accuracy
- Demonstrated strong verbal and written communication skills daily
- Organized records and maintain attention to details under deadlines
- Handled multiple responsibilities in a fast-paced environment.
- Built strong coordination and problem-solving skills applicable to logistics operations.

CORE SKILLS:

- Freight Quoting & Rate Negotiation
- Dispatching & Load Coordination
- Track & Trace Monitoring
- Data Entry & Documentation
- Carrier Communication & Follow-up
- Attention to Detail & Accuracy

EDUCATION:

Bachelor in Secondary Education

Central Mindanao Colleges

Kidapawan City, North Cotabato, Philippines

October 2001

REFERENCE:

Freight Courses 101

Philippines