

ISRAEL G. PAGAY

TRUCK DISPATCHER | FREIGHT DISPATCHER | LOGISTICS COORDINATOR

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Portfolio: <https://israelpagay1.github.io/Portfolio/>

PROFESSIONAL SUMMARY

Logistics and Operations professional with hands-on experience in driver coordination, daily trip scheduling, transportation monitoring, delivery coordination, dispatch support, and operational documentation. Completed Freight Course 101 training in freight dispatch operations, carrier sourcing, load planning, rate confirmation, freight documentation, and broker/carrier communication. Familiar with DAT Load Board, Truckstop, Trulos, and Sylectus. Seeking a remote Truck Dispatcher opportunity with a U.S.-based carrier, owner-operator, or logistics company.

CORE COMPETENCIES

Driver Coordination • Dispatch Support • Delivery Scheduling • Route Planning • Shipment Tracking • Load Planning • Freight Documentation • Rate Confirmation Process • Broker/Carrier Communication • Transportation Monitoring • Operations Support • Data Entry & Record Keeping • Customer Service • Microsoft Office • Google Sheets

PROFESSIONAL EXPERIENCE

Operations Assistant (Work From Home) | FNJ Prime Group Corp.

Jan 2025 - Dec 2025

- Planned and managed daily operational schedules for logistics activities.
- Monitored day-to-day logistics operations to support timely completion of trips and deliveries.
- Encoded daily trip information and maintained accurate operational records and documentation.
- Coordinated with drivers and team members regarding schedules, trip status, and operational updates.
- Supported workflow efficiency through clear communication, scheduling, and follow-up.

Service Driver | ILO Construction Inc.

Apr 2020 - Oct 2020

- Transported construction materials, equipment, and personnel safely.
- Maintained delivery records and transportation documentation.
- Coordinated pick-up and drop-off schedules for mechanics.
- Conducted daily vehicle inspections and preventive maintenance checks.
- Followed company safety procedures and route requirements.

Checker | The SM Store

Feb 2014 - Jun 2014

- Verified customer purchases and payment transactions for accuracy.
- Ensured proper bagging and handling of purchased items.
- Validated customer identification for applicable card transactions.
- Provided customer service while maintaining transaction accuracy.

EDUCATION

City College of Tagaytay - Computer Science (Undergraduate)

Central Luzon State University (CLSU-CTC) - Bachelor of Information Technology (Undergraduate)

FREIGHT DISPATCH KNOWLEDGE

- Freight dispatch operations, load planning, shipment management, and carrier sourcing.
- Rate confirmation process, freight documentation, and broker/carrier communication.
- Basic knowledge of detention and TONU procedures.
- Driver follow-up for pickup and delivery appointments, including pre-arrival check calls.
- Shipment status monitoring and communication of schedule or delivery updates.

TRAINING & CERTIFICATIONS

Freight Course 101 - Certificate of Completion

- Freight Dispatch Operations
- Freight Coordination
- Carrier Sourcing
- Shipment Management
- Load Planning
- Freight Documentation
- Rate Confirmation Process
- Broker and Carrier Communication

Computer Hardware Servicing NC II

Jacobo Z. Gonzales Memorial School of Arts and Trades (TESDA) - Completed 2013

FREIGHT TOOLS & PLATFORMS

DAT Load Board • Truckstop • Trulos • Sylectus

TECHNICAL SKILLS

Microsoft Word • Microsoft Excel • Microsoft Outlook • Google Workspace • Google Sheets • Data Encoding • Documentation Management • Computer Hardware Troubleshooting • Computer Assembly • Windows Installation • Network Configuration

ADDITIONAL INFORMATION

- Valid Philippine Driver's License
- Valid Philippine Passport
- Freight Course 101 Certificate Holder
- Computer Hardware Servicing NC II Certified
- Available for remote work and flexible scheduling
- Strong analytical, organizational, communication, and problem-solving skills