



LILI CHARTIER-DIGIACOMO

CONTACT

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LANGUAGES

English

French (Fluent)

Spanish (Beginner)

SKILLS

- Logistics and dispatch management
- Customer service and communication
- Sales and design calculation
- Team coordination and supervision
- Emergency troubleshooting
- Inventory management
- Microsoft Word, Excel, Outlook
- Google spreadsheets

PROFILE

I am a 23-year-old professional from San Francisco with experience in education, retail, sales, and logistics. I am currently a full-time dispatcher at a logistics company in South San Francisco, CA. I bring strong organizational skills, effective communication, and a keen ability to manage multiple tasks efficiently.

EDUCATION HISTORY

June Jordan School For Equity

High School Diploma, May 2019

City College of San Francisco – September 2017 – May 2019

High school dual enrollment

Chapman University

August 2019 – February 2020

WORK EXPERIENCE

Logistics Dispatcher Verve Last Mile, June 2021 – Current

- Dispatched 50-80 delivery routes daily and managed up to 90 employees
- Coordinated with the warehouse to troubleshoot routing issues
- Maintained inventory of work supplies (phones, batteries, coolant, etc.)
- Scheduled 60-80 employees for next-day routes
- Handled on-road emergencies, vehicle accidents, property damage, and injuries
- Provided customer service to resolve delivery issues and ensure customer satisfaction

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- Conducted on-road deliveries as needed

Sales Designer, Closets By Design, January 2021 – May 2021

- Created specialized designs for clients
- Calculated product values and prepared monthly sales reports
- Communicated with clients to create functional storage and closet spaces