

MICHELLE P. LECCHI

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Lindenhurst, NY 11757

"Experienced customer care professional with 4 years of experience in the telecommunications industry providing excellent services to customers in a fast paced environment. Dedicated transportation specialist with 13 years of experience providing safe transportation for school districts throughout Long Island."

EXPERIENCE

HEAD BUS DRIVER

West Babylon UFSD

West Babylon, NY

October 2021 - Present

- Coordinates school bus routes and stops for student riders
- Coordinates transportation for field trips using school bus and luxury motor coach contractors
- Assists Transportation Supervisor in resolving employee, school administrator and parent concerns
- Assist the 19-A examiner with scheduling the driver/monitor DOT/DMV refresher classes
- Coordinate and supervise the annual medical certifications in addition to random drug and alcohol testing
- Responsible for evaluating and completing all driver/monitor performance reviews
- Coordinating the bi-annual driver and monitor route picks following union guidelines
- Supplying our business office with various reports efficiently and with great accuracy
- Assist the Transportation Supervisor with every aspect of daily operations
- Assist the Senior Office Clerk by maintaining accurate daily logs to complete staff payroll in a timely fashion

OFFICE ASSISTANT-PART TIME

South Bronx Restoration

Oyster Bay, NY

June 2020 - Present

- Handle scheduling of personnel to ensure proper staffing at all job and building site locations
- Scheduled appointments, maintaining calendars for personnel.
- Assisted the CEO by performing data entry and completing administrative duties including drafting of emails and memos.
- Managed office supply orders and inventory.
- Operated office machines, such as photocopiers and scanners, fax machines, voice mail systems, and personal computers.
- Coordinated office operations and procedures to facilitate workflow and efficiency.

HEAD BUS DISPATCHER

Nassau BOCES

Syosset, NY

September 2020 - September 2021

- Coordinates school bus routes and stops for student riders
- Coordinates transportation for field trips using school and luxury motor coach contractors
- Assists Transportation Supervisor in resolving employee and parent concerns
- Worked closely with school administrators and personnel.
- Completed time sheets showing employees' arrival and departure times.

DISPATCH SUPERVISOR

Educational Bus Transportation

Farmingdale, NY*October 2018 - September 2020*

- Plans, schedules and assigns personnel for school bus operations. Arrange for substitutes as needed.
- Assist Operations Manager in resolving employee and school district concerns
- Submission of payroll reports for timely processing of staff salary

SCHOOL BUS DRIVER

Educational Bus Transportation

Farmingdale, NY*October 2014 - September 2018*

- Safely transport children to school, sporting events, and field trips.
- Maintain a clean and mechanically-sound bus at all times.
- Perform inspections of the bus before and after each route.
- Assist disabled students in boarding and exiting the bus.
- Adhere to company determined schedules and routes to ensure timely arrivals and departures.
- Complied with traffic regulations to operate vehicles in a safe and courteous manner.
- Maintained route and schedule while responding to changes in traffic or unforeseen delays.

SCHOOL BUS DRIVER

Acme Bus Corporation

Copliague, NY*December 2011 - September 2014***SCHOOL AIDE**

Lindenhurst UFSD

Lindenhurst, NY*September 2006 - September 2011*

- Supervised students to ensure safety within the cafeteria, classrooms and playgrounds
- Performed diverse tasks for teachers and administrators.

ASSISTANT STORE MANAGER

Frank's Nursery And Crafts

Levittown, NY*October 1996 - February 1999*

- Efficiently addressed customer issues to ensure a quick successful resolution
- Handled scheduling to ensure proper staffing at all times
- Interviewed new employees
- Oversaw all daily operations including opening and closing,
- Maintained visually appealing and effective displays for the entire store
- Unloaded trucks, stocked shelves and carried merchandise out on the floor for customers.

SELECT BANKING TELEPHONE REPRESENTATIVE

Chemical Bank

Jericho Call Center, NY*August 1994 - September 1996*

- Supported bankers via inbound telephone calls
- Attended regular meetings to continue growth in bank products, sales and compliance.
- Applied extensive knowledge of bank products and services to identify sales opportunities and answer customer inquiries.

SKILLS

- CDL Class B License
- Proficient in Transfinder routing software
- Proficient in several GPS tracking programs
- Exceptional map reading and navigation