



RECHEL NIALA

Freight Virtual Assistant

Contact

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Profile

Reliable support for freight operations and logistics workflows. Entry-level Freight Virtual Assistant with a solid administrative background and prior experience in local logistics operations. Equipped with specialized training in freight brokerage and truck dispatching, supported by hands-on coursework simulating real freight scenarios. Strong in client communication, multitasking, and resolving time sensitive issues while maintaining accuracy and professionalism.

Education

Computer Technician
Aceba Systems Technology Institute
Graduated with Computer Software and Hardware Servicing NCII Licensed
2005-2007

Skills and Expertise

- LTL Quoting -Rapid and accurate LTL rate procurement across multiple carrier networks
- Load board Searching & Load board Screening -strategic load screening and matching to maximize carrier efficiency and optimize margins
- Accurate shipment data entry
- Volume LTL Quoting -specialized volume freight quoting utilizing FedEx freight and major domestic logistics providers
- Freight Operation Coordination - Seamless communication between shippers, carriers and receivers ensuring reliable on-time delivery
- Shipment Tracking + daily updates -monitoring the tracking and tracing of shipment
- Dispatch Coordination
- Documentation Management, -Systematic handling of Bill of Lading(BOL), Proof of Delivery (POD) and critical logistics paper works
- TMS Shipment Coordination - error free data entry and rapid shipment building in platforms like Ascend TMS and GlobalTranz
- Admin + email support
- add all tools base in my resume

Tools

- **My Estes Freight**
- **TForce Freight**
- **old Dominion**
- **FedEx Freight Quote**
- **ArcBest Quote**
- **Ascend TMS**
- **GlobalTranz TMS**
- **Freight Class Calculator**

Training Certification



FREIGHT COURSE 101

April 2026

Roselyn T. Santiago

Mentor Freight Course 101

- Learned fundamentals of freight brokerage, dispatching, tracking shipment, quoting and rate negotiations. Gained hands-on practice with TMS platforms, load boards and freight calculators. Trained in carrier lane specialization, broker carrier, agreements and track and trace.

Experience

Advanced Semiconductor Engineering Inc.

2018–2024

Production Operator/Remote Operations

- Operated and monitored automated and manual production machinery, ensuring efficiency, accuracy, and adherence to quality standards
- Controlled and adjusted machine settings and workflows based on production requirements and system data inputs.
- Entered, tracked, and updated production data in digital systems, ensuring real-time accuracy of inventory and output records.
- Coordinated with team members and supervisors to maintain smooth production flow and meet daily targets.
- Conducted quality checks and reported defects or inconsistencies to maintain product standards
- Managed in/out tracking of materials and finished goods using system-based logging tools.
- Followed strict safety protocols and standard operating procedures in a fast-paced environment
- Assisted in troubleshooting minor machine or system issues to minimize downtime

Transferable skill that fits the Freight Virtual Assistant role

- Experience with data entry and system tracking → useful for shipment tracking and logistics updates
- Familiarity with process monitoring → helpful for managing freight status and timelines
- Strong attention to detail → important for documentation, invoices, and dispatch coordination
- Ability to work with systems/tools → transferable to CRM, TMS, or logistics platforms

Walton Advanced Engineering Inc.

2013–2016

Production Operator/Factory Worker

- Maintained detailed logs of materials, outputs, and daily operations, ensuring organized documentation comparable to freight records and invoices
- Conducted quality checks and verified data accuracy before reporting, minimizing errors and ensuring compliance with standards.
- Communicated issues, delays, and updates to supervisors promptly
- Managed in/out tracking of materials using system tools, directly applicable to load tracking and inventory coordination
- Followed strict standard operating procedures (SOPs) and safety guidelines, demonstrating discipline applicable in all company services.
- Assisted in troubleshooting minor equipment and system issues, reducing downtime and maintaining workflow efficiency.
- Handled multiple tasks simultaneously in a fast-paced environment, similar to managing multiple shipments and deadlines

Other Work Experience

2007–2013