Robert Smith

Catering Driver

CONTACT DETAILS

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PERSONAL STATEMENT

Secure a challenging Catering Driver position that allows growth, creativity, learning and the opportunity to utilize the skills and abilities that I have obtained through education and experience.

WORK EXPERIENCE

Catering Driver

ABC Corporation - April 2013 – June 2013

Responsibilities:

- Maintained a neat, well-groomed personal appearance at all times, abiding by company dress code.
- Took calls pertaining to future catering orders.
- Coordinated orders with the Store Manager to ensure proper delivery preparations and prevent possible order mistakes.
- Drove to and from event locations in a timely manner and practice proper on location customer service and communication.
- Followed all approved procedures for deliveries, driving in a safe manner and follow all rules of the road.
- Oversaw the appearance, operation, maintenance and servicing of the vehicle.
- May served as a courier, delivering packages, documents and mail.

Catering Driver

Delta Corporation - 2009 – 2013

Responsibilities:

- Driving catering truck to various locations.
- Working with customers with food orders and handling cash.
- Doing inventory and making sure truck was well stocked.
- Team member.
- Gathering all the supplies and utensils needed, getting all the food on the checklist packed up and ready to go, make a conformation call making sure .
- Activities/Interests Sports, Drawing, Music Skills Computer experience using laptop or PC for typing documents, email and internet research Software .
- Member on one of the top airsoft teams in New England.

Education

High School Diploma

SKILLS

Good At Working With Computers, Research, Speak Conversational Spanish, Can Read And Write In Spanish.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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