

ROBERT SMITH

Commercial Truck Driver Assistant

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SUMMARY

Accomplished and energetic with a solid history of achievement in work history as both a leader and a team player. Motivated leader with strong organizational and prioritization abilities. Excellent in a group or solo, adaptable to any situation to arise.

SKILLS

Microsoft Office, Training, Operations, Instructor, Leadership, Logistics, Management, Management, Maintenance, Planning.

WORK EXPERIENCE

Commercial Truck Driver Assistant

ABC Corporation - December 2015 – May 2016

- Job Functions Safely operated commercial tractor-trailer combination vehicles to transport and deliver products to customers both locally and regionally.
- Communicated with co-workers and customers in a courteous and professional manner.
- Maintained regular and consistent communication with dispatcher/supervisor from the road.
- Attended safety meetings, performed all duties in accordance with company policies/procedures, and complied with all Federal, State, and Local regulations for the safe operation of a CMV.
- Filled out trip reports and any other necessary paperwork.
- Brought back signed bills of lading and turned in to appropriate personnel.
- Conducted both pre-trip and post-trip tractor/trailer inspections and completed inspection reports.

Commercial Truck Driver

Werner Enterprises Inc. - 2010 – 2015

- Daily pre-trip.
- On time deliveries.
- Trip planning.
- Essential employee to a regional driver account.
- Skills Used Trip planning.
- Backing a 53 foot trailer.
- Electronic logs..

SCHOLASTICS

- HIGH SCHOOL DIPLOMA in Science and Technology Magnet Program - August 2004(Eleanor Roosevelt High School - Greenbelt, MD)