ROBERT SMITH

Lead Contract Driver

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Interested in building a future with a company that is a forerunner in their field. Dedication and desire to succeed will prove to be an asset. Strong self-starter who is able to step into new or existing program.

EXPERIENCE

Lead Contract Driver

ABC Corporation - OCTOBER 2013 – AUGUST 2015

- Receive and direct truck drivers and deliveries; including logistics and paperwork.
- Convey materials and items from receiving areas to storage or to other designated areas.
- Sort and place materials or items on racks, shelves, or in bins according to predetermined sequence such as size, temperature specifications, type, style, or product code.
- Sort and store temperature controlled items in appropriate refrigerated rooms, Unload material, verifies packing slip, notates discrepancies, and distributes items to appropriate workers.
- Assemble paperwork from CSR and places orders on pallets or shelves.
- Mark materials with identifying information (pallet tags) and verifies accuracy.
- Open drums, totes, boxes, cylinders, bales, crates, and other containers.

Contract Driver

ABC Corporation - 2010 – 2013

- Kept daily logs of miles drove and stops that were made.
- Made sure all the paper work was correct for the trailer and load.
- Deliereved loads by appointment, made sure they arrived on time and safe.
- Kept logs of my pre-trip inspection.
- Since I was a contract worker, I kept in contact with my boss, with the truck information.
- When there was a new hire, I would train him or her on the job.
- Reason for Leaving I had found a job that was close to home, and home nightly.

EDUCATION

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SKILLS

Customer Service, Computer Skills, Warehouse Inventory lead, Forklift exp., CDL license.