

Robert Smith

Courier/Delivery Driver

CONTACT DETAILS

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Alabama
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PERSONAL STATEMENT

Reliable and highly motivated Courier/Delivery Driver with progressive levels of accountability in courier, healthcare and retail industries. Aligns vision and strategy to business goals and outcomes with an indomitable work ethic, while maintaining the agility to work in dynamic team structures. Ten years of customer service experience with effective and recognized personal communication skills. In search of a challenging position with the opportunity to provide a positive contribution to the company by applying proven skills and abilities.

SKILLS

Leadership Training,
Logistics, Critical
Thinking, Forklift
Certified, Class A CDL,
Customer Service

WORK EXPERIENCE

Courier/Delivery Driver **ABC Corporation - November 2011 - Present**

Responsibilities:

- Providing efficient and safe delivery and pick-up of packages and documents while representing the company in a professional manner.
- Safely operating a P-1000 company vehicle, covering two-hundred and fifty miles anywhere from 225 to 400+ packages daily.
- Accomplishing accurate and timely selection and inspection of assigned packages.
- Operating dual wheel diesel truck to transport packages to and from customer locations.
- Computing fuel mileage and maintaining the database for monthly fuel consumption.
- Preparing and maintaining the database for customer service orders resulting from incoming customer service problem and performed follow up on outstanding customer service orders.
- Reviewing incoming requisitions daily and determining priority according to requirements.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

Courier/Driver **ABC Corporation - June 2008 - November 2011**

Responsibilities:

- Coordinated delivery and pick up of parcels from predetermined customers on a specific route at designated times throughout the day.
- Tracked shipments through information gathered utilizing FedEx tracking numbers.
- Completed computer-generated forms to update customer requests and information.
- Analyzed reports to ensure incoming and outgoing data is processed accurately.
- Qualified in dangerous goods shipping and handling also forklift operator.
- Worked as a courier maintaining impeccable customer service with little to no supervision.
- This is Dummy Description data, Replace with job description relevant to your current role. In case if you dont need it you can delete it.

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

Associates in Applied Science in Management - 2007 (Metropolitan Community College - Omaha, NE)
A.A. - 1982 (North Idaho Community College)
EDUCATION - 1977 (Community College Of The Air Force)