

Robert Smith

Medical Courier

CONTACT DETAILS

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Alabama
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PERSONAL STATEMENT

Reliable Medical Courier capable of completing inspections and maintenance of commercial vehicles. Experienced in customer relations, assisting with loading and unloading. Proficient in tracking and logging details of transactions including cash transactions. Seeking long term employment in an organization where I can grow professionally and further enhance my skills, knowledge, and experience.

SKILLS

CDL Class A, Hazardous Materials and Tanker endorsements, Doubles and Triples, DOT safety regulations and efficient in route planning.

WORK EXPERIENCE

Medical Courier

ABC Corporation - October 2015 - Present

Responsibilities:

- Performing the delivery tasks and picking-up of customer prescriptions in a polite, resourceful, and professional manner.
- Maintaining route supply inventory to ensure prompt delivery of products to customers.
- Knowledge of safe handling procedures for the transport and delivery of confidential documents of sensitive materials.
- Operating vehicle for the delivery of prescriptions, supplies, products, and materials.
- Ensuring the routes are correctly chosen to ensure are specimens or items are safely delivered.
- Ensuring medical information or items are safely secured in the car, making sure all documentation and delivery receipts are signed by designations that are verified.
- Ensuring medical information or items are safely transported between hospitals and labs while being on schedule.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

Courier

ABC Corporation - July 2012 - March 2014

Responsibilities:

- Sorted, loaded and unloaded while keeping accountability of various types of office supplies.
- Resolved customer issues either by explanation or reference to office management.
- Delivered various types of office supplies according to route manifest in a professional and courteous manner.
- Secured shipments for safe hauling to prevent damage and make sure the associated documents are correct.
- Safely operated sprinter vans to pick up and deliver commercial merchandise between customers coast to coast.
- Assisted in maintaining the daily progress reports of employees scans and delivery activities.
- 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

High School - 2010 (Bloomington High School - Bloomington,
CA)Psychology - (Solano Community College)AA in Sports Management
- (University Of Phoenix - Oakland, CA)