

Robert Smith

Courier/Driver

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SUMMARY

Proven Courier/Driver who enjoys interacting with customers and serving others while consistently exceeding goals and expectations. Over 3 years of experience in driving a wide range of commercial trucks that include box trucks, 5-speed, 18 wheelers, and vehicles with air brakes. To obtain full-time employment with a company that is in need of a hardworking, knowledgeable, reliable, and responsible employee.

SKILLS

Forklift Training And Certification, CDL Class A, Cashier, Stocker, Customer Service

WORK EXPERIENCE

Courier/Driver

ABC Corporation - April 2016 - October 2016

- Responsible for a route consisting of 110 miles per day round trip and was often cited for my ability to meet all route requirements consistently avoiding lost time and redelivery of parcels.
- Maintained a neat and clean appearance wearing the company supplied uniform and name badge.
- Loaded and unloaded delivery vans per shift verified each delivery against shipping instructions before delivering to customers.
- Completed on-time deliveries by choosing the best and most efficient routes transported deliveries locally and over the road.
- Checked shipping papers to determine the nature of load and checked for the presence of hazardous materials.
- Operated delivery vans in accordance with company safety policies and procedures.
- Completed and submitted all necessary logs and paperwork on a daily basis.

Junior Courier

ABC Corporation - June 2013 - February 2016

- Inspected truck and truck equipment in order to ensure the vehicle was in proper working condition for driving and safe handling of heavy loads.
- Delivered packages promptly and accurately, while using the safest and most efficient delivery routes.
- Ensured that sensitive and confidential materials and documents are safely and securely transported to their proper destination.
- Prepared and maintained accurate transportation logs, vehicle fuel consumption logs, and other data as required.
- Well-informed of traffic laws and standard practices of good manners on the road.
- Provided efficient and safe delivery and pick-up of packages and documents, while representing the company in a professional manner.
- 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.

EDUCATION

High School - 2005(MILLWOOD HIGH SCHOOL - Oklahoma City, OK)Physical Education - December 2005(Miami Dade College - Miami, FL)