ROBERT SMITH

Courier Driver II

E-mail: info@qwikresumc.com **Phone:** (0123)-456-789

SUMMARY

I am a person passionate about helping others, I'm experienced and professionally trained to handle difficult situations with a great attitude. Organizing, high levels of accuracy and verbal communication are a few of many skills I have. I currently work as a contract driver for the logistics department at a local hospital. I previously transported Catholic High School students and developed positive relationships and still hold the position as a substitute driver in emergencies.

SKILLS

Forklift Operator.

WORK EXPERIENCE

Courier Driver II

ABC Corporation - October 2005 – October 2007

- Performed the delivery tasks and pick-up of customer material in a polite, resourceful and professional manner.
- Loaded and unloaded delivery truck through a variety of mechanisms.
- Ensure documents are delivered and entered accurately.
- Communicate with main office through a mobile device.
- Obtained signatures and payments, or arrange for recipients to make payments.
- Maintained route supply inventory to ensure prompt delivery of products to customers.
- Provide basic customer service by giving required information.

Courier Driver

ABC Corporation - 2004 – 2005

- Distributed materials and information by delivering and picking item for accounts, vendors, subsidiaries and associates in the Los Angeles and surrounding areas.
- Used a forklift for the purpose of moving, loading, unloading, picking up, and counting merchandise.
- Completed special deliveries and pick-ups by responding to request.
- Maintained quality service by following organization standards.
- Completed reports by entering required information.
- Contributed to team effort by accomplishing related results as needed.
- Skills Used Forklift, counting merchandise, completing reports entering required information.

SCHOLASTICS

© This Free Resume Template is the copyright of Qwikresume.com. Usage Guidelines

- Associates of Science in Cyber - (Coastline Community College)

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**