

ROBERT SMITH

Courier Driver/Technician

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Skilled Truck Driver with 10 years transporting product accident-free in various industries. Skilled in operation of tow motors and hand jacks. Customer-oriented Warehouse skilled at promoting customer retention, assisting with loading and unloading and completing precise logs and paperwork. Responsible Driver adept at navigation and efficient, on-time deliveries. Possesses a comprehensive visual memory and an excellent sense of direction.

OCTOBER 2008 - MARCH 2012

COURIER DRIVER/TECHNICIAN - ABC CORPORATION

- Delivered customer orders to homes and places of business within established time frames.
- Interacted with customers and vendors in a friendly and timely manner.
- Transported freight from origin to destination in a safe and timely manner .Lifted freight and other objects of various shapes, sizes and weights up to 100 pounds.
- Picked up customer loads in a timely and accurate manner.
- Notified supervisor of any customer or delivery problems.
- Maintained telephone and radio contact with supervisor to receive delivery instructions.
- Recorded expenses and maintained receipts.

2004 - 2008

COURIER DRIVER - ABC CORPORATION

- I reported early, checked the company vehicle, drove to the pharmacy to pick up needed prescriptions and delivered said prescriptions to numerous nursing homes.
- Also determined the needs of the car and scheduled and coordinated the necessary repairs/maintenance.
- For 3 1/2 years I was early for work, never missed a day, performed extra duties and employee relief whenever asked, plus trained new drivers in all facets of their job.
- In hundreds of thousands of miles I never had a traffic violation or accident.
- Always received superior performance reviews and numerous accolades and compliments while performing my duties at work or off-site.
- Skills Used During my college education, plentiful workshops and valuable work experience I acquired exceptional interpersonal and communication skills.
- Acquired a perspective of understanding anothers point of view and performing so as to continue more than satisfactory contractual arrangements/relationships..

EDUCATION

Certificate - (New York State - Orchard Park, NY)

SKILLS

Class A Driver, DOT Vehicle Pre-Trip, DOT hours of service, medical terminology and attention to detail, Military Police, U. S. Navy Radar Operator Aegis Platform. Tomohawk Weapon Engagement Planner, forklift operator.