Robert Smith

Associate Delivery Associate

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SUMMARY

Commercial license with tanker and air brakes endorsements. Passed a defensive driving course that included the Smith System, CPR and First Aid certified.

SKILLS

Microsoft Office Applications, Technical Skills.

WORK EXPERIENCE

Associate Delivery Associate

ABC Corporation - 2008 – 2009

- Sort freight, load a truck and verify packages against the manifest.
- Handle all deliveries for the day and turn all delivery receipts to the appropriate supervisor.
- Perform pre-trip and post-trip inspections of the vehicle.
- Organize loading tickets and determine routes. Use a handheld package scanner in the delivery process.
- Drive the truck in a safe, lawful and courteous manner.
- Conduct business in a professional and courteous manner.
- Prepare current and next day loads, and print necessary documents.

Delivery Associate

ABC Corporation - 2004 – 2008

- Obey traffic laws and follow established traffic and transportation procedures.
- Inspect and maintain vehicle supplies and equipment, such as gas, oil, water, tires, lights, or brakes, to ensure that vehicles are in proper working condition.
- Load and unload trucks, vans, or automobiles.
- Verify the contents of inventory loads against shipping papers.
- Read maps and follow wri en or verbal geographic directions.
- Report delays, accidents, or other traffic and transportation situations to bases or other vehicles, using telephones or mobile two-way radios..
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

- (Anoka Technical College)

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