

# ROBERT SMITH

## Delivery Department Manager

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

Highly organized Delivery Department Manager professional with over 33 years of Management and Contractor experience, looking for new opportunities. Problem solver and experienced critical thinker who is able to develop and implement effective action plans. Proven team builder with unsurpassed interpersonal skills. Self-starter that can effectively work in a team environment and manage multiple responsibilities.

### CORE COMPETENCIES

Forklift Operator, Planning Skills.

### PROFESSIONAL EXPERIENCE

#### Delivery Department Manager

ABC Corporation - February 2003 – February 2020

##### Key Deliverables:

- Supervised and was accountable for all aspects of food delivery to homebound seniors and the Delivery Department facilities.
- Initiated, set up, and maintained a warehouse distribution center for the state-funded Commodities Supplemental Food Program.
- Developed an innovative assembly line packaging system that eased distribution issues.
- Set up and monitored delivery routes.
- Ordered and maintained inventory of over 30,000 pounds of food per week for distribution.
- Selected, contracted, and monitored all vendors providing service for the department.
- Regulated expenses within the department to maintain allotted budget including payroll, delivery overhead, office expenses, and fleet-related expenses.

#### Delivery Department Manager

Delta Corporation - 1999 – 2003

##### Key Deliverables:

- Coordinate daily with the company and clients about delivery order details Supervise and train employees on driver procedures and time management .
- Set up deliveries for customers Operate power equipment Pull deliveries for the next day Help customers with special orders Oversee the Associates .
- Delivery Scheduling, Employee Scheduling, Customer Service, Loading and Unloading Trucks, Weekly/Monthly Meetings, Truck Fleet Maintenance.
- Oversaw storewide customer merchandise delivery schedules and deadlines according to daily job orders.
- Assisted delivery customers with questions and concerns.
- Completed required forms and other paperwork and maintained computer data for delivery recordkeeping.
- Ensured the coordination service requests and maintenance of delivery trucks as required.

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### EDUCATION

- Bachelor Of Arts In Organizational