

Robert Smith

Fleet Service Agent

PERSONAL STATEMENT

An independent and resourceful individual seeking a position with strengths that include team building and organizing with the ability to develop strong working relationships.

WORK EXPERIENCE

Fleet Service Agent

ABC Corporation - August 2007 - March 2014

Responsibilities:

- Unloaded inbound freight and notified consignees on the arrival of shipments.
- Obtained flight number, airplane number, and or cargo baggage from the teletyped message and recorded data on airplane flight papers.
- Conducted safety training and ensured safety violations were identified.
- Corrected resulting in minimal to no injuries to personnel or damages to the equipment.
- Evaluated, appraised, and sublet extensively damaged units to appropriate repair facility as necessary.
- Responsible for facility maintenance, authorization of accounts payable invoicing, and coordination of road repair services.
- Collaborated with suppliers to provide an assessment of cost.

Fleet Service Agent

Delta Corporation - 2005 - 2007

Responsibilities:

- Handle baggage, help and assist customers, park and load aircraft with bags and mail, Accomplishments Gained recognition for extra help, earned.
- Skills Used Concentration, strength, customer service skills, flexibility.
- Document luggage info, to include the number of bags and cargo weight into the computer system.
- Transfer passenger luggage from aircraft to aircraft, ensuring safe arrival.
- Load and unload passenger bags into the cargo bin.
- load and unloads baggage and cargo, marshals aircraft to and from gates, and services aircraft Move baggage and cargo of various weights to and from.
- Drive and operate belt loaders while recommending appropriate solutions.

Education

History/Archaeology - (University Of Massachusetts)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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www.qwikresume.com

SKILLS

Operation Management,
Web Design, Team
Building, Logistics.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)