



HARPER LEWIS

Junior Fleet Service Clerk

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles 🌐 www.qwikresume.com

PROFESSIONAL SUMMARY

Enthusiastic Junior Fleet Service Clerk with 5 years of experience in ramp operations and logistics management. Proven ability to efficiently transport cargo and baggage while upholding safety standards. Passionate about enhancing operational efficiency and delivering exceptional customer service to ensure seamless flight operations.

WORK EXPERIENCE

Junior Fleet Service Clerk

📅 May / 2022-Ongoing

Blue Sky Innovations

📍 Chicago, IL

1. Interpreted and adhered to company policies and safety regulations, ensuring compliance in all operations.
2. Fostered strong working relationships with team members and management to enhance workflow efficiency.
3. Exercised ethical judgment in the handling of customer baggage and cargo.
4. Communicated effectively, both verbally and in writing, to facilitate the efficient movement of baggage.
5. Delivered high-quality customer service to passengers and airport staff, resolving issues promptly.
6. Documented equipment failures and baggage discrepancies, reporting findings to supervisors for resolution.
7. Assisted in the training of new employees on operational and safety protocols.

Fleet Service Clerk

📅 May / 2020-May / 2022

Cactus Creek Solutions

📍 Phoenix, AZ

1. Executed loading and unloading of cargo, ensuring timely transportation to and from aircraft.
2. Maintained cleanliness and service of cabin interiors, enhancing passenger experience.
3. Operated powered equipment, including conveyors and industrial tractors, for efficient cargo handling.
4. Utilized hand tools for aircraft maintenance and minor repairs, ensuring operational readiness.

EDUCATION

Associate of Applied Science in Aviation Management

📅 May / 2018 - May / 2020

Skyline Community College

📍 Denver, CO

Acquired foundational knowledge in aviation operations and management principles.

SKILLS

Cargo Handling Techniques



Logistics Software Proficiency



Cost Analysis



Fuel Management



Inspection Procedures



INTERESTS

🎨 Art

🤝 Volunteering

🌲 Hiking

🧘 Yoga

STRENGTHS

🔍 Criticality

☰ Detail-oriented

🤝 Diplomacy

😊 Enthusiasm

LANGUAGES



English



Arabic



French

ACHIEVEMENTS

🌟 Improved baggage handling efficiency by 20% through optimized loading processes.

🌟 Consistently received positive feedback from customers for outstanding service.