

ROBERT SMITH

Home Delivery Driver III

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

SUMMARY

Over 30 years of experience, including as a Home Delivery Driver, as a Crew Driver and as a Vehicle Maintenance Specialist in industries including Motor Freight Transportation and Warehousing. Most recently, I have been working as a Home Delivery Driver at NE Trucking, Inc./Fed Ex Ground from August 2016 to December 2016. My skills and experiences include: Military Communications, Top Secret Security Clearance, Transportation, Delivery Driver, and Semi Tractor Frame and Suspension Repair.

CORE COMPETENCIES

MS Office and mobile data input, Customer Service, Management, Inventory Control, Delivery, Route Sales, Merchandising, Stocking.

PROFESSIONAL EXPERIENCE

Home Delivery Driver III

ABC Corporation - August 2016 – December 2016

Key Deliverables:

- Provided small package pickup and delivery services throughout peak package delivery season.
- Operated in IA and NE, conducted Pre-trip and Post-trip inspections of vehicles, light maintenance, and safety protocols within DOT and FedEx standards.
- Complied with traffic rules and regulations.
- Inspected and ensured vehicle supplies and equipment are in safe working order, including gas, oil, water, tires, lights, and brakes.
- Delivered packages in the local area and good customer service.
- Provided Professional delivery service and information to home delivery customers of packages to be delivered.
- Scanned the packages to be uploaded to the system for tracking and to print off manifest sheets for directions and keeping track of delivery.

Home Delivery Driver

ABC Corporation - 2012 – 2016

Key Deliverables:

- Drove truck over prescribed route to deliver packages, boxes, bags and envelopes to business and residential areas.
- Reviewed list of delivery before route.
- Kept electronic records of deliveries made.
- Picked up delivery request.
- Verified load against shipping papers.
- Drove truck to destination, applying knowledge of commercial driving regulations and roads in area..

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- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

- Certification in Licenses - (Beeline Frame School)