

ROBERT SMITH

Overnight II

E-mail: info@qwikresumc.com

Phone: (0123)-456-789

SUMMARY

Proficient data entry skills with attention to detail, Previous experience in the motor carrier industry is desirable, Ability to work required hours (night shift, overtime if applicable) and travel if necessary.

SKILLS

Integrity, attention to details, and basic computer skills.

WORK EXPERIENCE

Overnight II

ABC Corporation - November 2014 – January 2015

- Developed an understanding of how the job fits within the organization.
- Demonstrated knowledge of other State Farm departments, structure, and processes.
- Educated customer on how to avoid future technical problems.
- Scanned in product with pdas, backstocking of product, stocking the floor and rotation of all product.
- Answered telephones in accordance with Ward standards using applicable marketing greeting.
- Called all customers on Report FRR067P – DRC/COD Payments Not Picked up at Delivery informing them of our payment terms. All calls should be recorded on the freight bill.
- Served customers by coordinating problem resolution between customers, territory sales managers, and operations personnel.

Overnight

Delta Corporation - 2009 – 2014

- This job description does not necessarily represent an exhaustive list of
- responsibilities, skills, duties, requirements, efforts, or working conditions
- associated with the job. While this is intended to be an accurate reflection of
- the job, management reserves the right to revise the job or to require that other or different tasks be performed as circumstances change.
- This is Dummy Description data, Replace with job description relevant to your current role.
- This is Dummy Description data, Replace with job description relevant to your current role.
- This is Dummy Description data, Replace with job description relevant to your current role.

SCHOLASTICS

- Bs