

ROBERT SMITH

Parts Driver/General Laborer

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A position in a results-oriented company that seeks an ambitious and career-conscious person, where acquired skills and education will be utilized toward growth and advancement.

EXPERIENCE

Parts Driver/General Laborer

ABC Corporation - AUGUST 2007 - OCTOBER 2014

- Shipping & Receiving Followed up with commercial and individual customers to ensure high levels of satisfaction.
- Maintained company records for payments and parts that were dropped off or returned.
- Worked closely with upper management, handling shipping and receiving duties and coordinating scheduled drops.
- Worked with Fed-Ex, UPS, Conway, Yellow Freight, etc.
- Service Porter Manager Managed team of five persons to help improve customer service experience.
- Worked closely with upper management to ensure business processes are ran smoothly.
- Service Porter Hand washed and vacuumed interior and exterior parameters of automobiles.

Parts Driver

ABC Corporation - 2002 - 2007

- Morning Deliveries of specialty parts ordered in to local shops, Followed by re stocking our store with our freight shipment.
- Would then run as a associate at the parts counter and help customers that came into the store.
- Would clean as needed to keep the store presentable.
- and organize our battery return area when we would get returns on battery cores.
- I feel like i learned a lot and brought a lot to the table and Learned quickly.
- Was timely and proficient in the job.
- Skills Used Computer skills, Phone skills, Cash handling, Customer service..

EDUCATION

- Diploma in Technology - (Universal Technical Institute - Dallas, TX)



SKILLS

Microsoft Office.