

ROBERT SMITH

Transportation Aide

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

SUMMARY

Resourceful and accomplished Office Assistant with extensive office operations and personnel organization expertise. Proofreading Mail management Report writing.

CORE COMPETENCIES

Microsoft Office, Filing, Customer Service, Telephone Technique, Office Equipment, Typing, Excel, Powerpoint.

PROFESSIONAL EXPERIENCE

Transportation Aide

ABC Corporation - November 2005 – July 2006

Key Deliverables:

- During downtime also acted as a Home Health Aide and Housekeeping Aide to help was needed.
- Skills Used interacted in the geriatric community as a friend.
- Reduces and checks field books and performs a variety of mathematical calculations related to the work.
- Assists survey crews with mapping, control surveys, construction staking, etc.
- Assists with installation, inspection, and testing of equipment utilized in the traffic incident detection and surveillance systems.
- Ability to read and interpret plans, blueprints, and specifications and other source documents.
- Operates transit, level, prism, and electronic measuring devices plots cross sections.

Transportation Aide

ABC Corporation - 2001 – 2005

Key Deliverables:

- Duties Bilingual in both English and Spanish.
- My duties where to assist consumers who ride the transportation program to work programs in our county from Mon-Fri.
- Make sure my consumers are wearing their seatbelt, safe, and clean while they ride our transportation.
- Also worked in the office by entering daily routes into excel and helping office clerks.
- Prepared quarter reports to Caltrans..
- 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.

EDUCATION

ROBERT SMITH

Transportation Aide

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

- BS