Robert Smith

Transporter/Driver

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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PERSONAL STATEMENT

Detail-oriented and versatile Transporter/Driver with solid management experience. Establishes a consistent track record with meeting the requirements of productivity. Establishes a reputation for representing the best interests of employers, whether public or private while maintaining positive relationships with clients and patients. And always putting customers and patients first.

WORK EXPERIENCE

Transporter/Driver

ABC Corporation - June 2013 – November 2016

Responsibilities:

- Transported patients by assisting/lifting patients on and off beds, moving them to and from special services, treatment areas, and operating rooms, using wheelchairs or moveable beds.
- Transported equipment and supplies by picking up requisitioned orders and delivering them to assigned treatment areas and patient care areas.
- Helped patients move in wheelchairs and helped in standing or walking when required.
- Utilized proper safe patient handling techniques.
- Attended to patients wholeheartedly and ensures their physical safety as well as overall comfort.
- Collected transport equipment and returns it to the appropriate storage area.
- Utilized the Patient Tracking System. Demonstrated proper use of the patient transport tracking system/log sheets.

Transporter Assistant

ABC Corporation - July 2009 – April 2011

Responsibilities:

- Transported patients and equipment to and from various departments within the Medical Center.
- Performed various patient related activities, as assigned.
- Performed related services, such as sanitizing transport equipment.
- Comforted patients and their families by offering support and encouragement, being punctual and attentive to procedure schedules.
- Maintained a safe, clean and neat work environment by following standards and procedures.
- Maintained strict confidentiality related to work information (in accordance with HIPAA).
- This is Dummy Description data, Replace with job description relevant to your current role.

SKILLS

Bilingual English/Spanish, Customer Service, Data Entry, Management, Medical Administrative Assistant

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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Education

Business Administration - 2007 (Miami Dade College - Miami, FL)High School Diploma in General Studies - (Hawthorne High School)

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