

JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105 ♦ (555) 432-1000 ♦ resumesample@example.com

SUMMARY

Dedicated employee known for punctuality, pursuing employment options where good customer service and positive attitude will make a difference.

Responsible School Bus Driver operates school bus and other vehicles to transport students to and from designated locations. Conducts safe and orderly loading and unloading of students at specified stops. Communicates bus rules, safety and behavior requirements and addresses improper behavior using appropriate interpersonal skills.

Reliable School Bus Driver operates and safely drives school buses in all weather, road and traffic conditions. Transport passengers to school or special events while complying with traffic rules, regulations and laws. Possesses valid driver's license with appropriate designation required to operate district vehicles.

SKILLS

- Lifting up to 50 Lbs
- Equipment Operation
- Class-A Driver
- Effective Communication Skills
- Passenger Assistance
- Strong Safety History
- Vehicle Maintenance
- Bus Cleaning
- Vehicle Inspections
- Air Brake Certification

EXPERIENCE

School Bus Driver, 09/2013 - Current

Sheldon Independent School District – Houston, TX

- Performed pre-trip inspection and mechanical checks before scheduled run.
- Followed schedules and routes to maintain timely arrivals and departures.
- Obeyed DOT rules and regulations and local laws to maximize safety.
- Maintained order and discipline on bus to prevent accidents or injuries.
- Provided safe and reliable school bus transportation service on fixed routes.
- Transported students and teachers on school activity trips while exercising responsible leadership.
- Learned and followed school transportation procedures.
- Assisted passengers in evacuation of bus in case of emergency.
- Tallyed student count, mileage and fuel usage reports, forwarding to immediate supervisor for documentation purposes.
- Performed routine bus maintenance and cleaning for ideal condition.
- Operated motorized ramps and lifts to assist special needs students.
- Reported delays, accidents or other traffic and transportation situations to supervisor.
- Reported accidents and completed required reports.
- Inspected vehicle tires, brakes, windshield wipers, lights and fluids to verify safe operation.
- Enforced safety rules as students boarded and exited buses and crossed streets near bus stops.
- Reported bus malfunctions or repairs needed.

Acupuncturist, 09/2013 - Current

Cleveland Clinic – Lake Milton, OH

- Educated patients on lifestyle changes to enhance benefits of acupuncture treatments.
- Followed standard quality, safety, environmental and infection control policies and procedures.
- Analyzed physical findings and medical histories to diagnose medical conditions.
- Promoted high customer satisfaction by resolving problems with knowledgeable and friendly service.
- Prioritized and organized tasks to efficiently accomplish service goals.
- Identified needs of customers promptly and efficiently.
- Assisted with customer requests and answered questions to improve satisfaction.
- Provided excellent service and attention to customers when face-to-face or through phone conversations.
- Approached customers and engaged in conversation through use of effective interpersonal and people skills.

Construction Laborer, 05/1997 - 10/2012

Weaver Consultants Group – Harrisburg, PA

- Maintained clean, safe working environment by removing debris from job site prior to shift completion.
- Read plans, instructions or specifications to determine work activities.
- Used wheelbarrow to move debris and material to designated areas on jobsite.
- Built and disassembled scaffolds, bracing and barricades to assist in vertical construction activities.
- Operated overhead lifts to move heavy and bulky work materials.
- Performed demanding physical work over extended periods and modeled positive attitude.
- Loaded materials and tools into vehicles and unloaded upon arrival at jobsites.
- Understood how to operate and maintain job site equipment safely and for maximum productivity.
- Demonstrated best safety practices working at heights and lifting various objects.
- Assisted with diverse construction challenges to help team and customer.
- Coordinated phases of construction projects from inception to completion.

Flagger

Laz Parking – Emeryville, CA

- Utilized hand signals, verbal communication and brightly colored signs to direct traffic around construction sites.
- Alerted job site workers when approaching vehicles failed to heed to road warnings and signage, which prevented serious injuries and accidents.
- Promoted traffic flow on congested highways and interstates through construction zones.
- Adhered to safety and security guidelines when using company equipment and materials.
- Wore protective and reflective gear regularly.

Agricultural Worker

Various – City, STATE

- Assisted with [Type] harvest by collecting, sorting and packing crops.
- Directed and monitored work of casual and seasonal help during planting and harvesting.
- Mowed, weed-whacked and mulched planted areas and lawns.
- Removed roots, rocks and debris from field in preparation for planting.
- Harvested and inspected crops by hand for quality purposes.
- Followed safety regulations while operating equipment to achieve safe conduct.
- Secured loads on pallets to minimize damage and worker injuries.
- Drove gasoline- or electric-powered vehicles to transport materials between loading, processing and storage areas.

EDUCATION AND TRAINING

High School Diploma: 1995

PTA - Grand Falls, NB