

# Jessica Claire

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

## PROFESSIONAL SUMMARY

Hardworking Motor Transport Operator offering 8 years of industry experience and clean R license. Accustomed to effectively managing safe and efficient loading, unloading and transport of valuable cargo over different terrains and conditions. Experienced in keeping units ready through hands-on training. Maintains equipment in good working order, as well as manage safety and develop tactical plans for transportation operations. Resourceful Motor Transport Operator with Sergeant rank in United States Marine Corps. Strong history of overseeing convoy transportation of equipment, supplies and personnel. Excellent planning, problem-solving and organizational skills developed over 8+ years of experience. Highly effective and skilled at determining best routes. Hardworking Driver with expertise providing excellent transportation services. Engaging and pleasant personality with safe and accident-free driving record. Former military professional with solid experience and training in operations management. Successful at building strategic partnerships and alliances and spearheading business relationships to achieve beneficial outcomes. Knowledgeable Martial Arts Instructor bringing 4 years' experience in Discipline. Caring and hands-on teacher enthusiastic about imparting core principles and key techniques to students of all levels.

## SKILLS

- Supervising personnel
- Overseeing transportation
- Tactical planning
- Maintaining records
- Deployment experience
- Equipment accountability
- Managing training
- Commercial driving
- Route logs
- Customer rapport
- Order picking and processing
- Vehicle inspections
- City and non-city driving
- Transportation
- GPS and route planning
- Materials transport
- Safety standards and protocols
- Quick learner
- Data quality control checks
- Strong leader
- Global logistics distribution
- Compelling presentation skills
- Trained in security
- Unit coordination
- Access control procedures
- Terrain analysis
- Transcription
- Team leader
- Logical reasoning
- Complex data management
- Resource management
- Trained in counterterrorism strategies
- Skilled researcher
- Internal allocation and distribution
- Weapons training
- Wiring expertise
- Project Management
- Firearm and explosives handling
- Policy Development
- Training and development
- Human resources management
- Critical Thinking
- Image interpretation
- Troubleshooting
- Operations management
- Supply Management
- Trained in cross-cultural communication
- Proofreading and editing
- Emergency planning
- Budget Analysis
- Thrives on multi-tasking
- Environmental safety
- Transportation specialist
- Instruction
- Shipping and transportation planning
- Computer skills
- Disaster preparedness
- Risk management assessments
- Secret security clearance
- Risk Assessment
- HAZMAT training
- Recording equipment
- Evaluation
- Contract Management
- Interpersonal awareness
- On-Time Delivery
- Warehouse Management
- Operations Support
- Driver Safety Programs
- Scheduling
- Accident / Incident Reports

## WORK HISTORY

**MARTIAL ARTS INSTRUCTOR** 05/2018 to 07/2020

**Life Time Fitness | Overland Park, KS**

- Imparted key etiquette points, discipline and respect.
- Helped students prevent injuries and rendered calm and professional aid in case of accidents.
- Taught both core principles and fighting techniques to students of all levels.
- Instructed on proper breathing techniques, stances and forms.
- Trained average of 30 new participants each month.

**MOTOR TRANSPORT OPERATOR** 09/2018 to 06/2020

**Amerigas Propane, Inc. | San Jose, CA**

- Managed loading, unloading and safety of all personnel, cargo and equipment.
- Reported defects, damage and accidents to proper personnel.
- Maintained proficiency in tactical planning options and convoy defense techniques.
- Oversaw handling and transportation of more than \$8 million in equipment while deployed to Japan, and Thailand.
- Inspected vehicles and completed daily maintenance actions.
- Updated personal logs and business tracking documents accurately and according to schedule requirements.
- Verified over 8 daily deliveries against shipping instructions before delivering to customers.
- Delivered goods and products to customer on time and in excellent condition.
- Loaded and secured items in trucks to avoid damage to parcels during delivery.
- Cleaned and maintained vehicle and assessed vehicle for damage after each shift.
- Kept and studied detailed mileage and fuel reports to decrease overall fuel costs by 55%.
- Generated consistent referrals and repeat business by providing friendly and fast service.
- Upheld high standards of professionalism and discretion when working with high-value clients.
- Checked in with dispatch service and updated with current location.
- Answered, scheduled and responded to reservation calls at specific times and locations.
- Kept up-to-date on mission objectives by researching intelligence targets to understand significance in geopolitical context.
- Constructed and camouflaged infantry positions and equipment to prevent detection.
- Maintained accurate inventory of all assigned equipment.
- Maintained security of local areas and performed route clearance for visiting high-ranking officials.
- Trained in use of tear gas, passive ordnance and explosives.
- Tracked personnel and supplies within company.

**MOTOR TRANSPORT OPERATOR** 08/2016 to 09/2018

**Amerigas Propane, Inc. | Santa Fe, NM**

- Worked with excellent supervisors and team members to understand supply needs and bring levels within desired tolerances.
- Communicated with ground team members and fellow operators to prevent safety hazards and keep materials moving.
- Operated MKR16/MK870, and MK31/MK970 on regular basis with advanced skill.

## EDUCATION

**High School Diploma** 05/2015

**Aberdeen High School, Aberdeen, MS**

## ACCOMPLISHMENTS

- Awarded the Overseas Service Ribbon in 2018.
- Trained and supervised more than 200 personnel.
- Earned the United States Marine Corps Good Conduct Medal in 2017.
- Earned the United States Navy and Marine Corps Achievement Medal Medal in 2018.
- Earned the United States Marine Corps Global War On Terrorism Service Medal in 2015.
- Earned the United States Marine Corps National Defense Service Medal in 2015.
- Earned the United States Marine Corps Letter of appreciation in 2017.