

JESSICA CLAIRE

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

PROFESSIONAL SUMMARY

Punctual and efficient Driver known for reliability, route planning and excellent customer interactions. Motivated to provide prompt, friendly and professional service at all times.

SKILLS

- Delivery and Shipment Records
- Complex Problem-Solving
- Material Handling Equipment
- Traffic Laws and Regulations
- Ability to Lift 50 Pounds
- Federal Regulations
- Efficiency and Time Management
- Valid Vehicle Insurance and Registration
- Equipment Inspection
- Transportation Logs
- Commercial Driving Experience
- Safe Driving Practices
- Safety

WORK HISTORY

Water Truck Driver, 11/2018 - 01/2019

Mdu Resources Group, Inc. – Boise, ID

- Completed on-time deliveries by choosing best and most efficient routes.
- Loaded truck and properly secured items to prevent damage for deliveries.
- Maintained organized, clean and professional vehicle to protect company reputation with customers.
- Successfully avoided time delivery delays by carefully planning best routes.
- Documented mileage, deliveries, pickups, customer issues and damages.
- Determined quickest and safest routes for delivery by using effective planning and organizational skills.
- Complied with truck driving rules as well as company policies and procedures regarding safe vehicle operations.
- Inspected truck equipment and supplies and reported problems and safety hazards to supervisors following each shift.
- Mapped out destinations ahead of time to ascertain quickest and safest routes for delivery.
- Loaded and unloaded various delivery vehicles with correct order and balancing.
- Inspected load security and checked for damages.
- Completed routine maintenance on truck to keep in working order.
- Loaded and unloaded [Number] delivery vans per shift.
- Safely loaded and unloaded [Number] pounds of [Type] and [Type] hazardous material without incident.

Truck Driver, 09/2018 - 10/2018

Dot Foods – Vidalia, GA

- Operated with safety and skill to avoid accidents and delays.
- Demonstrated safe driving by following regulations and safety procedures, resulting in zero accidents.
- Inspected trucks for malfunctions and reported vehicles to management for corrective action.
- Completed regular inspections and maintenance actions, as well as basic equipment repairs, to keep equipment operating at peak levels.
- Maximized load safety by balancing, securing and weighing products.
- Loaded and unloaded products at warehouses and customer locations using hand trucks, pallet jacks and forklifts.
- Enhanced customer relations by consistently delivering shipments according to schedule and quickly addressing any concerns.
- Invoiced, collected monies due and settled accounts with shippers each day.
- Potatoes Harvest loading an unloading potatoes, use weight scales .

Truck Driver, 09/2017 - 06/2018

Dot Foods – Modesto, CA

- Operated with safety and skill to avoid accidents and delays.
- Demonstrated safe driving by following regulations and safety procedures, resulting in zero accidents.
- Inspected trucks for malfunctions and reported vehicles to management for corrective action.
- Maintained daily, legible DOT log book and submitted corresponding documents.
- Clearly communicated with dispatchers to give updated information on estimated times of arrival and latest road conditions.
- Completed regular inspections and maintenance actions, as well as basic equipment repairs, to keep equipment operating at peak levels.
- Maximized load safety by balancing, securing and weighing products.
- Executed safety practices and inventory loading without customer complaints, accidents or lost-time.
- Loaded and unloaded products at warehouses and customer locations using hand trucks, pallet jacks and forklifts.

City Bus Operator, 09/2006 - 11/2007

Cvs Health – Concord, NC

- Provided passenger assistance, collected fares and offered schedule and route information.
- Conducted pre-trip inspections of bus for safe operation.
- Transported passengers safely along prescribed routes according to tight schedules.
- Adhered to scheduled routes and accomplished timely drop-offs and pick-ups to comply with preset route criteria.
- Assisted passengers with disabilities and other physical issues in boarding and exiting bus to promote passenger safety.
- Operated bus and navigation equipment in alignment with company safety, DOT and local traffic standards and regulations.
- Obeyed federal, [State] and local traffic laws and regulations to enable safe transportation outcomes for participants.
- Followed schedules precisely to completely daily routes.
- Helped elderly passengers or those with limited mobility enter and exit bus.
- Maintained frequent contact with dispatch to receive instructions and report on delays or incidents.
- Completed daily reports covering trip details, vehicle maintenance actions and reportable incidents.

EDUCATION

Commercial Driver License : CDL Driving Program , 07/2018

San Juan College - Farmington, NM

High School Diploma: 09/1987

Sierra Nevada High School - Reno, Nv.

CERTIFICATIONS

- [Area of expertise]Certificated of completion NSC Professional Truck Driver License - [Timeframe] Instructional Hours 4 San Juan College-School of Energy