

# MELISSA ANDERSON

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A CDL Certified Truck Driver with entry-level experience, specializing in route navigation, vehicle maintenance, customer service, and logistics planning. A strong history of ensuring compliance with safety regulations and maintaining a 93% on-time delivery rating.

## EDUCATION

CDL TRAINING PROGRAM  
Nashville Truck Driving School,  
Nashville, TN  
February 2022 - May 2022

HIGH SCHOOL DIPLOMA  
Maplewood High School,  
Nashville, TN  
September 2017 - June 2021

## KEY SKILLS

- Truck Driving
- Vehicle Maintenance
- OSHA Safety
- Route Navigation
- Customer Service

## CERTIFICATIONS

- ♦ Class A CDL License, State of Tennessee, 2022
- ♦ OSHA Safety Training, 2022

## PROFESSIONAL EXPERIENCE

TRUCK DRIVER  
UPS, Nashville, TN  
May 2022 - Present

- ♦ Perform timely delivery of mail shipments, conduct inspections and labeling of packages prior to loading, and maintain a 93% on-time delivery rating
- ♦ Conduct pre-trip safety inspections on company vehicles, troubleshoot issues, and create reports for the transportation manager on defects, safety risks, equipment, and policies
- Create daily logs of mileage, routes, shipments, and cargo and identify potential improvements to optimize routes and delivery times

PASSENGER DRIVER  
Uber, Nashville, TN  
June 2021 - May 2022

- ♦ Drove 12-27 passengers per day to suburban and inner-city destinations and maintained the safety of vehicles and customers within high traffic areas
- Provided high-quality customer service, created a friendly environment for passengers, and achieved and maintained a 4.92-star rating