

PROFESSIONAL SUMMARY

Passionate about hard work and embracing new challenges, I am a dedicated problem solver and innovative thinker. With a strong focus on both speed and accuracy, I consistently deliver high-quality results. My ability to think outside the box and adapt to diverse situations makes me an asset in any environment. I take pride in my work ethic and strive to overcome obstacles with creativity and efficiency.

WORK HISTORY

Truck Driver *from 2024 to current*

Semcore Rentals in Eatontown, NJ

- Safely load, secure, and transport construction equipment to residential and commercial locations.
- Instruct customers on the proper usage of the rentals.
- Use a mobile app to track deliveries and report the condition of rental equipment.

Bookkeeper *from 2022 to 2024*

CSI Group in Wall, NJ

- Enter and maintain accurate financial data for over 100 companies, in compliance with accounting standards.
- Calculate and file sales tax returns and manage payroll for dozens of businesses.
- Prepare personal and business tax returns.

Assistant Manager *from 2019 to 2022*

Hoover Truck Centers in Toms River, NJ

- Supervised all shipping and receiving operations to maintain accurate inventory levels.
- Handled stock replenishment and special orders.
- Utilized technical diagrams to accurately identify part numbers and source the correct parts for customer repairs.

Crew Leader *from 1998 to 2020*

Richards Sales & Rentals in Pt. Pleasant, NJ

- Assembled event tents and trained team members on proper construction techniques for safe and efficient setup.
- Measured properties to determine appropriate sizing and assisted in optimizing delivery routes.
- Oversaw the loading, unloading, and delivery of rentals.

SKILLS

Computer
Programming

Mathematics

Innovative Problem
Solving

Organization & Sorting

Dynamic Spreadsheets

Inventory Control

EDUCATION

Associates in Mathematics

Ocean County College
Toms River, NJ in 2009

Full Stack MERN Certification

MIT xPro
Online Program in 2023

REFERENCES

Richard Osborn *Owner*
Richards Rentals
732-865-1175

Andrew Castle *Dispatcher*
Richards Rentals
908-783-2572

Derrick Pierre *Parts Sales*
Hoover Truck Centers
908-587-6595