

Robert Smith

Delivery Boy

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SUMMARY

Delivery Boy is responsible for restaurant takeout delivery and foodservice operations. Loads/unloads food in personal vehicle with safety-based, service-oriented accuracy and on-time delivery.

SKILLS

Excellent time management skills, Effective communication skills, Exceptional customer service skills.

WORK EXPERIENCE

Delivery Boy

ABC Corporation - August 2013 - April 2014

- Safely drove and operated delivery vehicle at all times.
- Readed, analyzed, and interpreted general invoices and delivery sheets.
- Helped with work orders as part of daily delivery route.
- Maintained the vehicle in a clean and proper condition.
- Bend to retrieve, lift, and carry supplies and equipment.
- Verified delivery of items with customer and obtain proper signatures.
- Used hand held device for routing information, customer delivery information.

Delivery Boy

Delta Corporation - 2008 - 2013

- Followed the best practices for safety, both on the road and while loading or unloading a truck.
- Communicated with dispatchers, drivers and other team members to make deliveries.
- Met delivery deadlines.
- Performed basic truck maintenance.
- Loaded and unloaded cargo.
- Tracked shipments and deliveries.
- Obtained client or customer signatures when needed.

EDUCATION

High School Degree