

MONTRELL MACLIN

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SUMMARY

Delivery Driver committed to efficiency and on-time deliveries, while getting the job done quickly and safely. Highly dependable with over 10 years' experience in the service of distribution and transportation. Outgoing and energetic. Knowledge of DOT regulations, trip planning and navigation.

HIGHLIGHTS

- Clean DMV Record
- Safety Cautious
- Cargo Handling
- Hazardous & Non Hazardous handling
- Customer -Oriented
- Code of Federal Regulations Certified
- Defensive Driving
- Class 1 & 2 Forklift Certified
- DOT & IATA Dangerous Good Certified
- Positive Attitude

Work History

Epitomized Living, October 16'-Current

Transport Driver

- Take orders from supervisors for client trips
- Pick up and transport residents in timely manner
- Drive residents to medical and mental health appointments also to daily activities
- Assist residents in getting in and out of vehicle ensuring safety to destinations
- Report behavior, drop off times and confirmation to supervisor
- Make Independent decisions on traffic delays or in route incidents, report to supervisor
- Adhere to company policies and protocol

Cambridge Major Laboratories, Inc., January '12-June '16

Delivery/Forklift Operator

- Transport and store Hazardous/Non-Hazardous deliveries to company building locations
- Arranged delivery setups and pickups for cargo shipments (Fed Ex, USPS, Contracted Vendors)
- Performed disposal of waste, cargo strap and proper placards checks for transports
- Delivered company supply and inventory to offsite building facility
- Daily use of a forklift to transport and store bulk inventory
- Ensured domestic and international shipments met DOT and customer requirements.
- Document and record data entry to ensure time efficiency on-time accuracy
- Completed DOT & IATA Dangerous Goods Regulations safety training

Empire Investments December'06 - January'12

Delivery Contractor

- Worked as Independent contractor through Sears Home Appliances

- Delivery of appliances and customer service
- Followed set delivery time frames of up to 15 customers a day
- Public interaction, courtesy and follow up calls to customers
- Planned out routes for scheduled deliveries
- Operated a 22 inch square foot truck
- Delivered locally and regionally throughout Wisconsin and surrounding areas
- Interpret operational documents and to date navigational use
- Prepared oral and written reports about performance and activities

Get It Now, November '04 - December '06

Delivery /Collection Specialist

- Delivered purchased furniture and appliances according to set customer time frames
- Direct point of contact for delivery status updates and resolve customer discrepancies
- Promoted from Delivery specialist to Collections position in one year of work
- Provided in person and over the phone customer service of contract sales
- Made collection calls, analyze and select proper solution for debt collection accounts
- Use of computer and company inventory system

Bartz Party Display, September '02 –November '04

Delivery Driver

- Coordinate and deliver special party supply orders for customers and company stores
- Load and Unload deliveries on shipping docks
- Receive and Maintained inventory count, supply and make supply purchase
- Sort merchandise on to company trucks
- Check barcodes and lot numbers to match supplier and customer invoice

Education

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Cardinal Stritch University- *Associates Degree in Business Management 2.8 GPA, '14*

Kaplan College- *Computer Support Technician Diploma, High Honors, A+ Certification 3.7 GPA, '10*

James Madison University- *Diploma 2.6 GPA, '99*