

RESUME SAMPLE A

SUMMARY

A shipping / receiving / driving professional with 20+ years experience in the chemical manufacturing industry. Experience includes picking and staging orders for shipments, receiving and warehousing, transporting goods by truck and forklift, inventory tracking, loading and unloading hazardous / non-hazardous material, and the safe operation of material handling equipment. Core competencies include:

- *CDL Class B Truck Driver*
- *Haz-Mat Certification*
- *Shipping / Receiving*
- *Bulk Tanker Unloads*
- *Forklift Certification*
- *Emergency Response Technician*
- *Data Entries*
- *Back-Up Team Leader*

PROFESSIONAL EXPERIENCE

ABC Company- Anytown, USA 1980 - 2009

Material Handler (1984-2009)

Responsibilities included shipping and receiving of hazardous and non-hazardous materials, maintaining Class B CDL, the ability to operate industrial equipment, and inventory management. Maintained a clean work environment and participated in a high performance team.

- Cut handling time and storage of empty drums, resulting in cutting the time in half.
- Participated in reorganizing warehouse, creating more storage area.
- Developed new package procedure, resulting in a more efficient procedure.
- Member of a team that developed standard operating procedures for tanker unloading, cutting unload time by 40 minutes. Procedure was state mandated.

Assembler / Filler, Make Up (1980-1984)

- Filled and packaged insulating glass sealant.
- Staged raw material for production.
- Weighed, measured and maintained inventory.

EDUCATION

High School Degree - Anytown High School, Anytown, USA



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RESUME SAMPLE B

Qualifications

14 years experience as a CDL Class B commercial driver. Excellent state driving record and a proficiency in 16' - 26' straight truck operations. Work well as part of team and independently. Expertly handle all customer situations in a courteous and professional manner. Maintain a high energy level and strong stamina for lifting heavy loads and working long hours under all conditions.

Experience

2005-2009 Business World Smalltown, USA

Delivery Route Driver

- Expertly operated an 18' straight truck on all road conditions
- Made 40-50 daily on-time deliveries that included major hospitals, universities and local school districts
- Expertly operated handheld scanner and GPS system for use with deliveries
- Expertly managed tailgate dock deliveries
- Responded to customer requests and resolved problems directly or through appropriate channels
- Advised sales staff of possible new customers
- Received numerous letters of recommendation from customers and excellent reviews from supervisors

1995-2005 123 Incorporated Mytown, USA

Driver/Customer Service Representative

- Expertly operated a 22' airplane catering truck with air brakes on all road and airport conditions
- Expertly maneuvered up to and around sensitive aircraft equipment
- Made all time sensitive airline deliveries without causing delays
- Accepted responsibility by taking the lead position on the shift team
- Loaded and unloaded all necessary supplies and equipment into vehicle
- Responded to customer requests and resolved problems directly or through appropriate channels

1991-1995 ABC Incorporated Mytown, USA

Delivery Driver

- Expertly operated delivery cargo van in delivery of medical equipment
- Proficiently assembled medical equipment in customers homes
- Assisted in warehouse with picking and packing of orders
- Responded to customer requests and resolved problems directly or through appropriate channels

Education

Local Area High School Anytown, USA
• H.S. Diploma

All Town Career Training Smalltown, USA

- CDL Class B with Air Brakes and HazMat endorsements (HazMat expired)

Skills

Customer Service • Customer Needs Assessment •
Proficient with GPS • Map • Time Management



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