

AMELIA EARHART

OBJECTIVE

"To become a highly skilled and dependable long-haul truck driver, while building a reputation for reliability and professionalism in the transportation industry.

CONTACT INFO

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Winnipeg, MB

EXPERIENCE

TRUCK DRIVER, ABC 123 Best Trucking Company

April 2023-Present

Load, secure, and transport cargo, ensuring its integrity throughout the journey. Conduct routine inspections and minor repairs, maintaining the vehicle's roadworthiness. Keep accurate records of driving hours, mileage, and delivery documents, complying with company and regulatory requirements.

ADMINISTRATIVE ASSISTANT, Manitoba Public Insurance

Sept 2019- Dec 2022

Created, organized, and maintained documents, reports, and correspondence, ensuring efficient information flow. Accurately entered and updated data in databases or spreadsheets, maintaining data integrity. Maintained a well-organized office space, ordered supplies, and managed filing systems for efficient operations.

TEAM MEMBER, McDonalds

Jan 2014-Sept 2019

Provided exceptional customer service by taking orders, ensuring order accuracy, and delivering a positive dining experience. Maintained a high level of satisfaction among patrons, consistently meeting or exceeding service standards.

EDUCATION

BEST TRUCKING SCHOOL

Winnipeg, MB
Jan 2023-Mar 2023

SKILLS

- Class 1 with air brake endorsement
- Reliable and Responsible
- Safety conscious