

Lionel M. Pitts

1290 Post Drive, #562, Richmond, VA 23173 | mpitts@gmail.com | (123) 777-8888

Customer-oriented delivery driver with over 10 years of experience in meeting shipping deadlines with a perfect safety record. Adept at receiving and stocking inventory and maintaining accurate records on computer and mobile systems.

Education

Truck Driving Training Certification

Southside Virginia Community College, South Boston, VA, 2009

Key Skills

- Excellent verbal and written communication skills
- Basic computer skills
- Perfect attendance record
- Spotless driving record
- Strong time management skills
- Can lift up to 75 pounds

Certifications

- CDL License B and C through June of 2022

Professional Experience

Delivery Driver

Richmond Equipment Movers, Richmond, VA | May 2018 – Present

- Executing daily pre-trip safety inspections on a 16-foot box truck
- Deliver approximately 15 deliveries per day in an eight-hour window, covering over 300 miles daily
- Applying knowledge of applicable regulations, safety standards, and company policies
- Complying with hazardous material regulations
- Verifying and completing required reports and documentation
- Communicating with customers to determine pickup or delivery needs
- Following dispatch instructions and communicating with dispatch regarding arrivals, delays, and equipment issues

Delivery Driver

FedEx, Richmond, VA | June 2014 – April 2018

- Loaded and unloaded delivery truck
- Inspected vehicle before and after every daily route
- Secured packages safely to avoid damages
- Maintained delivery log for pickup and delivery of products
- Provided courteous, efficient pickup, and delivery of customer parcels

Delivery Driver

Here We Go Tech Shippers, Colonial Heights, VA | September 2010 – June 2014

- Ensured that all merchandise was clean and operable prior to delivery
- Loaded, secured and protected products in the delivery vehicle for safe transport
- Offloaded, installed and demonstrated merchandise to achieve customer satisfaction
- Performed routine service calls, product exchanges, and returns
- Cleaned and certified personally returned merchandise