

# Adrian A. Mendoza Rodriguez

Denver, CO  
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Hello, I am a hardworking individual looking for a change of pace. I have great customer service skills and I am bilingual in English and Spanish. I have a can do attitude and work extremely well under pressure. I promise to be the very best employee I can be and also promise you will not regret your decision in hiring me. Thank you very much for taking the opportunity to review my resume.

Authorized to work in the US for any employer

## Work Experience

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### **Delivery Driver**

Big E Transportation - Glendale, CO

April 2019 to Present

- Drove residential and commercial routes
- Delivered products in a timely and courteous manner
- Loaded packages
- Maintained ongoing communication
- Consistently completed on-time deliveries
- Managed paperwork
- Inspected and maintained cleanliness of My assigned 26' box truck
- Obtained package signatures

### **Delivery Driver**

Tavo's Delivery Service - Denver, CO

October 2013 to April 2019

1. Distributed packages and tires for businesses and individuals in a timely, efficient manner.
2. Packed and organized all packages and tires onto truck.
3. Obtained delivery confirmations from each customer using both paper and I Pad to obtain signatures.
4. Provided Outstanding customer service when reviewing deliveries with customers.
5. Maintained a clean and very organized box truck and van.

### **Shift Leader**

Carl's Jr. - Littleton, CO

October 2009 to September 2013

1. Opened and closed registers for staff members which included counting down the cash drawers and resolving cash overages and shortages.
2. Ensured the shift was adequately staffed at all times.
3. Oversaw the completion of task for staff members and assigned additional tasks as needed.
4. Performed weekly inventory checks and ordered supplies needed.
5. Resolved escalated customer issues in a professional matter.
6. Provided necessary training to new, as well as experienced staff members.

7. Provided recognition and constructive feedback to staff throughout the shift when appropriate.

I provided excellent customer service with a smile to each person who walked through the door.

## Education

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### **High school or equivalent**

Técnica 41 - Ciudad Juarez, Chihuahua, Mexico

September 1997 to August 2000

### **High school or equivalent**

## Skills

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- Bilingual both spanish and english (10+ years)
- Box Truck
- Driving
- Load & Unload
- Delivery Driver Experience
- Commercial Driving

## Certifications and Licenses

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### **Driver's License**

### **DOT Medical Card**