

BERT ELLIS

945 N Ogden St Apt 203 • Denver, Colorado 80218 • 720-291-6859 • bertellis.1958@gmail.com

DELIVERY DRIVER

EDUCATION & TRAINING

DIPLOMA

December 1976

GROSSMONT COLLEGE

San Diego, CA

KEY COMPETENCIES

- Monitoring
 - Reading Comprehension
 - Speaking
 - Mathematics
 - Management of Material Resources
 - Management of Personnel Resources
 - Active Learning
 - Equipment Selection
 - Active Listening
 - Critical Thinking
 - Troubleshooting
-

PROFESSIONAL EXPERIENCE

Field Technician

December 2018 – October 2019

Apex and PRM

- Worked for Apex and PRM, employment agencies that service Jump bikes.
- Drove around the Denver area Servicing Jump bikes, putting air in tires, checking the brakes, and making sure the boost worked and changing the battery.
- Reparking the bike at a bike rack for the next available customer.

DELIVERY DRIVER

October 2006 - October 2018

ON TYME TRUCKING COMPANY INC

5124 Malaya St. Denver, CO 80249

- Operated 26 ft. straight truck as a contract service provider for Fed Ex Ground. Responsibilities include reporting to job site in Henderson, Co, to pick up scanner, printer and vehicle loaded with boxes for deliveries at Cherry Creek Mall. Sort the truck accordingly to itinerant stops for delivery as a vender, dealing with store managers and employees. Pick ups at the end of the day. Reconcile every box gets properly delivered and no discrepancies. Twelve years with this company. My achievement is doing the work of 3 people!
- Obey traffic laws and follow established traffic and transportation procedures.
- Inspect and maintain vehicle supplies and equipment, such as gas, oil, water, tires, lights, or brakes, to ensure that vehicles are in proper working condition.
- Report any mechanical problems encountered with vehicles.

- Load and unload trucks, vans, or automobiles.
- Read maps and follow written or verbal geographic directions.

DELIVERY DRIVER

November 2000 - May 2006

OAKWOOD CORPORATE HOUSING

2050 Junction Avenue San Jose CA

- Picked up, transported and unloaded decorative items, appliances and maintenance supplies for corporate housing units; cleaned apartments and condos as scheduled, fixtures and glass; installed and connected all appliances necessary for TV set-up. Changed/switched out any items needed. Removed trash in and outside building.

TOOLS & TECHNOLOGY

- Knowledge of hand-held for multi-tasking delivery options. Confidant driving skills, critical thinking and time management needed for volume of work involved. (12 years)