

# Craig Wells

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## O B J E C T I V E

Seeking entry level position which will use my educational background and allows development of my abilities to their fullest potential.

## E D U C A T I O N

### **IBMC College**

*Associates of Occupational Studies Degree*  
— *Business Administration & Accounting*

*Greeley, CO*

**July 2015**

## Q U A L I F I C A T I O N S

- Interacts well with co-workers, customers, and managers
- Likes to see an assigned task done well
- Highly motivated
- Quick, eager learner who asks questions
- Outgoing, friendly, and respectful
- Multi-tasker
- Ability to understand oral and written instructions including company manuals, policies and government regulations
- Willing to accept responsibility
- Excellent attendance standards
- Capable of working independently
- Thorough knowledge of DOT regulations

## EMPLOYMENT HISTORY

**Full Scale Logistics, Ault, CO**

**November 2013 - May 2014**

**K & B Custom Ag Service, Ault, CO**

**March 2012 - November 2013**

**Longacre Trucking, LaSalle, CO**

**July 2011 — March 2012**

**Shepard Trucking, Commerce City, CO**

**April 2009 - April 2010**

*Over the Road Truck Driver - Laborer*

- Complied with all federal, state and local regulations for the secure and safe operation of a CMV (Commercial Motor Vehicle)
- Conducted thorough pre-trip inspection of the equipment as prescribed by the Federal Motor Carrier Safety Administration (FMCSA) and the company: tires pressure, fluid levels, brakes, lights, turn signals and wipers
- Performed work in a timely manner to maintain schedules
- Accurately and efficiently performed mathematical calculations necessary to do the work including: determining hours of service and computation of time and mileage.
- Exercised good judgment in performing the essential functions of the job
- Responded courteously to questions and inquiries from management and government representatives
- Accurately completed various shipping papers: inspection reports, manifests, bills of lading, trip pay reports, trip fuel and mileage reports, accident reports
- Frequently communicated with Dispatch/Operations in person
- Properly secured or re-secured cargo as required