

Kelly Weeks

Denver, CO

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303-957-6179

Authorized to work in the US for any employer

Work Experience

Driver

Fed Ex HD Contractor - Denver, CO

October 2015 to January 2020

Responsibilities

Loaded van with 60-70 packages weighing 0-60 pounds.

Delivered packages to door.

Ring doorbell or knocking ensuring customers were aware of package, if home.

Getting signatures, if required.

Leaving door tag if unable to deliver.

Accomplishments

Customers appreciated notification that their package(s) had arrived.

Skills Used

Superior driving skills, excellent customer service.

Driver

MV Public Transportation - Denver, CO

May 2014 to July 2015

Responsibilities

Daily vehicle inspections.

Picking up and dropping off disabled clients(door to door) according to a manifest.

Securing mobility devices i.e. wheelchairs, walkers, of various sizes.

Safely moving through the streets of Denver and surrounding cities.

Obeying all traffic laws.

Safely assisting clients on and off the bus in a caring manner.

Accomplishments

Two commendations from satisfied clients.

One commendation from a central dispatcher.

Skills Used

Superior driving skills, excellent customer service, outstanding skills in working with others.

Education

Associate in Medical Assistant

CollegeAmerica - Denver, CO

November 2002 to May 2004

Skills

- Driving (5 years)
- Customer Service (5 years)

Certifications and Licenses

driver's license

DOT Medical Card

April 2019 to April 2020

Assessments

Delivery Driver — Highly Proficient

March 2020

Interpreting instructions, reading maps, and solving problems.

Full results: <https://share.indeedassessments.com/>

[share_to_profile/9ec291c48e674cec0115dabff4a14ad0eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/9ec291c48e674cec0115dabff4a14ad0eed53dc074545cb7)

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