

Shavon Graves

Position / Courier - FedEx Express

Brooklyn Center, MN

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To seek the position of a courier person at a well-liked and professional courier company.
Authorized to work in the US for any employer

WORK EXPERIENCE

Position / Courier

FedEx Express - Maple Grove, MN - 2012 to Present

Responsibilities

- Operates vehicles weighing 10,001 lbs to 25,999 lbs safely and efficiently.
- Prepare and maintain accurate transportation logs, vehicle fuel consumption logs, and other data as required.
- Comply with the company guidelines in terms of security, appearance guidelines, and company-provided uniform.
- Perform clerical duties such as typing, making copies as required.
- Efficient and safe delivery and pick-up of packages and documents, while representing the company in a professional manner.
- Coordinate and prioritize pick up and delivery items to ensure that urgent materials are delivered in a timely manner.
- Scans packages according to prescribed procedures, demonstrating proficiency in features of service and equipment.
- Answers customer questions on FedEx features of service and keeps customers informed about the company and its services.
- Sought additional business from current customers and gained new business.

ADDITIONAL

- Exceptional verbal and written communication skills
- Established ability to work in a fast based and customer oriented environment
- Ability to work on a rotating shift
- Flawless driving record
- Proven ability to maintain concentration on multiple tasks
- Able to work efficiently with minimal supervision
- Good organizational and time management skills