

## John A. Gruett

3405 West 15th Street #60 Greeley, Colorado 80634 970-702-4150 john.arnold.gruett@gmail.com

---

### Delivery Driver/Warehouse

10+ years of Delivery driver experience in construction and commercial industry; recognized by management for being resourceful, creative, and solution-oriented person who has been accountable and works effectively with clients; Trained in OSHA and company safety standards with 100% accident free work history; operated heavy equipment including forklift, pallet jack, bobcat, skidster, non-COL flatbed trucks, box truck, and farm equipment operation; Cross trained in:

~ Clean MVR ~ Truck Driver ~ Power Tools ~ General Construction ~ Hand Tools ~ Current Drivers License ~ DOT Rules and Regulations ~ Flexible Schedule ~ Math Skills ~ Manual Labor ~

### Professional Experience

#### Delivery Driver

- Collected money from customers, make change, and record transactions on customer receipt.
- Drove trucks to deliver such items as food, medical supplies, or newspapers.
- Wrote customer orders and sales contracts according to company guidelines.
- Informed regular customers of new products or services and price changes.
- Listened to and resolved customers' complaints regarding products or services.
- Recorded sales or delivery information on daily sales or delivery record.
- Called on prospective customers to explain company services or to solicit new business.
- Arranged merchandise and sales promotion displays or issued sales promotion materials to customers.
- Maintained trucks and equipment
- Reviewed lists of dealers, customers, or station drops and loaded trucks.
- Sold food specialties, such as sandwiches and beverages, to office workers and patrons of sports events.

#### Work History

Body Shop Manager, Maaco Auto Body Repair and Paint, Denver Colorado 07/16 – 12/16; 01/10 – 01/13  
Rental Maintenance, MacArther Properties, Cable, Wisconsin, 07/14 – 07/16  
Order Filing/Lead, DOC Canyon City, Colorado 2008/2009  
Route Driver, Royal Crest Dairy, Denver, Colorado 02/02 – 09/07

#### Education – Training

Company sponsored training in OSHA, DOT Regulations, Fork Lift Certification  
General Education Diploma, State of Wisconsin