

Andrew Jones

Newark, NJ 07107

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Professional Summary

Experienced and careful transportation driver with excellent driving and customer service records. High scheduling flexibility including evenings weekends and most holidays. Mindful of and knowledgeable about all safety standards for large vehicle operation.

Skills

NJ State Driver's License – Class D

Certified MAVT (mobile assistance vehicle technician)

Certified CPR

Employment History

Edna Mahan Correctional Facility For Women	Clinton, NJ	December 2016 to Present
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Mail Clerk Driver

- Processes college bulk mailings in accordance with college procedures and U.S. postal requirements for accurate and timely dispatch.
- Provides pickup and delivery services of bulk mailings, office supplies and equipment items using college vehicle.
- Performs related recordkeeping, including computerized cost center charge back system, delivery log, chart of accounts and reconciles college account ledger with post office transaction report.
- Maintains current knowledge of U.S. postal and other delivery service regulations.
- Serves as primary backup for College Mail Clerk as needed, including operation of network printer, folding inserting, mail machines and other mail related duties in accordance with departmental procedures.
- Maintains supplies related to bulk mailings.

Branjrew Med Transport	Union, NJ	November 2014 to November 2016
Aunt medical transportation	Newark, NJ	March 2012 to October 2014
Grand medical transportation	Irvington, NJ	September 2011 to February 2012

MAVT Driver

- Provide door to door pick and drop to clients in company issued vehicle in a responsible and courteous manner
- Follow the scheduled route on daily basis with punctuality
- Conduct pre and post trip vehicle inspections and maintain logs for the same
- Set appropriate destination boards and route signs before every trip
- Reach the dispatch office in neat and clean uniform on time, sign in, collect and follow the days' schedule
- Operate wheelchair lifts and mobility scooters expertly to facilitate clients in boarding and un-boarding the vehicle

Select Staffing Temporary Agency	Elizabeth, NJ	August 2009 to January 2011
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Warehouse Worker

- Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area.
- Completes deliveries by driving truck or van to and from vendors.
- Maintains truck or van by completing preventive maintenance requirements; arranging for repairs.
- Maintains inventory controls by collecting stock location orders and printing requests.
- Maintains quality service by following organization standards.
- Maintains safe and clean work environment by keeping shelves, pallet area, and workstations neat; maintaining clean shipping supply area; complying with procedures, rules, and regulations.

Education

Hillside High School

Hillside, NJ