

## **NAME 107**

Address  
Cell, Home, Office Phone  
E-mail

### **OBJECTIVE**

Warehousing and Maintenance Management

### **SUMMARY**

Supervised warehouse and mechanical operations on wide range for petroleum transfer equipment, trucks and other vehicles, engines and equipment. Proficient in computer software for inventory maintenance. Performed petroleum and fuel operations safely; maintained transfer equipment. Certified as a Class A CDL with hazardous materials and tanker endorsements (X endorsement); possess outstanding driving record.

### **PROFESSIONAL EXPERIENCE**

DEPARTMENT OF DEFENSE – City, State

Year – Year

#### **Driver / Warehouse Receiver**

- Operated bobtail type vehicles and performed pre- and post-trip inspections on CDL vehicles.
- Coordinated day-to-day operations within a warehouse environment.
- Received tractor-trailer type vehicles at a loading dock in the warehouse.
- Unloaded supplies, equipment, perishable, semi-perishable and non-perishable food items.
- Verified shipments and placed clearly identified stock in the appropriate storage locations.
- Scheduled delivery times and dates as required. Maintained inventory of all products and reordered product as necessary.
- Operated a forklift, manual and electric pallet jacks proficiently and safely.
- Provided excellent customer service.
- Operated a personal computer with Microsoft (MS) Windows operating systems. Operated a hand-held computer to assist in receiving perishable and non-perishable food items.
- Operated a refrigeration control computer and reported refrigeration temperature alarms.

UNITED STATES ARMY – City, State

Year – Year

#### **Fuel Tanker Driver / Mechanic**

- Operated a fuel tanker and provided fuel for vehicles.
- Dispensed bulk fuels and water from storage and distribution facilities.
- Selected and submitted samples of petroleum, oils and lubricants to labs for testing.
- Performed petroleum and water accounting duties.
- Observed emergency precautions ensuring safety of personnel and facilities.
- Connected hoses and valves and operating pumps to load petroleum products into tanker trucks, airplanes, ships and railroad cars.
- Tested oils and fuels for pollutants, repaired pipeline systems, hoses, valves and pumps.
- Checked the volume and temperature of petroleum and gases in tankers, barges, and storage tanks.
- Prepared storage and shipping records. Stored and moved packaged petroleum products using forklifts.
- Performed unit maintenance on wheel vehicles and material handling equipment.

AUTOMOTIVE WRECKER – City, State

Year – Year

#### **Wrecker Driver / Shop Manager**

- Operated an automotive wrecker. Brought disabled vehicles in for repair. Maintained a 50,000 square foot warehouse. Operated a forklift and pallet jacks.
- Managed shipping and receiving of all inventories. Supervised warehouse personnel and managed day-to-day operations.
- Operated a personal computer to access and maintain records of company vehicles and warehouse inventories.
- Performed maintenance and recovery operations on gasoline and diesel fueled light-wheeled vehicles.

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- Maintained the preventive maintenance schedule for every vehicle in the fleet. Performed routine oil changes, tire rotation, fluid changes, battery inspections, electrical system testing, brake inspections and replacement of components.
- Supervised employees and provided technical guidance to employees in the accomplishment of their duties.
- Performed damage assessment and repair and supervised recovery operations.

UNITED STATES ARMY – City, State

Year – Year

Fuel Tanker Driver / Mechanic

- Operated a fuel tanker. Provided fuel for vehicles.
- Dispensed bulk fuels and water from storage and distribution facilities. Delivered ammunition and other hazardous materials to military units in the field.
- Performed operator and organizational level maintenance on track and wheeled vehicles and material handling equipment.
- Performed organizational level maintenance on weapons systems.
- Maintained compression ignition engines, compression ignition engine fuel systems, compression ignition air induction systems, wheel vehicle exhaust systems, vehicle liquid cooling systems, vehicle starting systems, vehicle charging systems, wheel chassis electrical systems, standard transmission assemblies, automotive transmission assemblies, air-controlled semi-automatic transmission assemblies, transfer assemblies, propeller shaft assemblies, axle assemblies, drum brake systems, hydraulic brake systems, air/hydraulic brake systems, air brake systems, mechanical brake systems, wheel vehicle suspension systems, wheel vehicle wheel/hub assemblies, wheel vehicle hydraulic (power) steering systems, fifth wheel assemblies, wheel vehicle crane/hoist/winch assemblies, and material handling equipment hydraulic systems.
- Supervised personnel and provided technical guidance in the accomplishment of duties.
- Diagnosed malfunctions / troubleshooting and performed other unit maintenance on armament, associated fire control, and related systems and components on all self-propelled field artillery weapon systems. Diagnosed and corrected malfunctions in carriage-mounted armament, associated fire control, and related systems components of self-propelled field artillery weapon systems.

**EDUCATION**

State University – City, State – Year -- # Credits  
Currently taking college courses towards \_\_\_\_\_ degree.

**ADDITIONAL EDUCATION/CERTIFICATIONS**

Certification – U.S. Army Driving / Warehousing School – Year  
U.S. Army Driving / Warehousing School – Year  
U.S. Army Basic Training US – City, State – Year

**TECHNICAL SKILLS**

Proficient in MS Office, MS Word, MS Excel, MS Power Point, MS Outlook and MS Access,  
Director, Flash, Windows and Macintosh operating systems.