
Executive Driver Resume

Job Objective

Accomplished Executive Driver searching for position with well-established company where my experienced will be utilized to the fullest

Highlights of Qualifications:

- Remarkable experience providing personal driving services to Senior Executives
 - Familiar with GPS devices and directions
 - Wide knowledge of heavy traffic patterns and preferred routes
 - Ability to prepare driving routes
 - Ability to alternate routes and to schedule departure and pick up times
 - Ability to maintain driving logs to properly track hours of service provided
 - Ability to anticipate needs and requirements of executives
 - Ability to work flexible hours, including nights and weekends
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Professional Experience:

Executive Driver
Scientific Games, Hanover, MD
August 2005 – Present

- Prepared vehicle by cleaning interior and exterior and reporting operating problems.
- Planed route and requirements by studying schedule and special request.
- Analyzed occupant and luggage requirements.
- Checked road conditions and estimated travel times.
- Transported passengers by helping passengers in and out of vehicle.

Executive Driver
CBS Corporation, Hanover, MD
May 2000 – July 2005

- Loaded and unloaded luggage and drove the vehicle.
 - Maintained vehicles in proper working order and appearance for guest readiness at all times.
 - Assured preventive maintenance is performed on schedule.
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Education:

High School Diploma
Schaumburg High School, Schaumburg, IL

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