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## Parts Driver Resume

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### Job Objective

Actively seeking a Parts Driver position in which to contribute my skills in this field to the overall success of company

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### Highlights of Qualifications:

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- Vast experience in delivering automotive parts
  - Ability to attend work as scheduled and being punctual
  - Ability to deliver parts and equipment to customers
  - Ability to complete all invoices, shipping documents and payments
  - Ability to read and comprehend instructions and information
  - Ability to update delivery log after each delivery
  - Ability to work in various working conditions both indoors and outdoors
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### Professional Experience:

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#### Parts Driver

Sonic Automotive, Inc., Mineola, NY

August 2005 – Present

- Picked up and delivered parts and equipment to customers, satellite stores, wholesale accounts and vendors.
- Verified that invoice matches purchase order for each pickup.
- Checked payments received with the invoices for each delivery.
- Maintained an accurate log of daily deliveries and pickups.

#### Parts Driver

Executive Jeep, Mineola, NY

May 2000 – July 2005

- Maintained good driving habits at all times.
  - Assured that parts are packaged and loaded safely to protect them from damage.
  - Studied routes and called on customers at a consistent time.
  - Completed all required paperwork in a neat and legible manner.
  - Performed service of vehicle as per the regular maintenance schedule.
  - Washed vehicle daily, unless weather prohibits.
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### Education:

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#### High School Diploma

Fort Collins High School, Fort Collins, CO

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