
Parts Driver Resume

Job Objective

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

Highlights of Qualifications:

- 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:

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:

High School Diploma

Fort Collins High School, Fort Collins, CO

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