
Transit Officer Resume

Job Objective

Career minded Transit Officer with years of experience skills and the ability to work independently or as a team seeking position with well-established organization.

Highlights of Qualifications:

- Sound knowledge of state penal codes, safety regulations, and procedure manuals
 - Thorough knowledge of contemporary customer service techniques
 - Excellent Freight Forwarding knowledge and Customs requirements
 - Good interactive and interpersonal skills
 - Amazing ability to avoid conflicts and proven experience in conflict resolution
 - Remarkable ability to operate radio communication equipment
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Professional Experience:

Transit Officer
Adexen, Fort Myers, FL
August 2005 – Present

- Ensured clearing of the freight.
- Checked all incoming materials, equipment and associated certification, ensured conformance with requirements.
- Recorded, reported and investigated incidents and implemented corrective action accordingly.
- Maintained and updated material database system.
- Resolved administrative problems.
- Prepared key performance indicators for review and report.

Transit Officer
Hampton Roads Transit, Fort Myers, FL
May 2000 – July 2005

- Performed regular ticket inspections.
 - Prepared daily reports and compiled court briefs and statements of evidence.
 - Reported on the effectiveness of train and bus interchanges.
 - Assisted with the coordination of connecting services with local bus operators.
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Education:

Bachelor's Degree in Criminal Justice
Clarke College, Dubuque, IA

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