
Transportation Officer Resume

Job Objective

Seeking employment as a Transportation Officer in a position with an established organization.

Highlights of Qualifications:

- Exceptional experience of managing effective administrative systems and procedures
 - Huge knowledge of relevant ICT systems
 - Solid understanding of equal opportunities, customer care, health and safety and partnership policies
 - Excellent verbal and written communication skills
 - Good computer skills
 - Amazing ability to establish credibility with teachers and other senior managers
 - Remarkable ability to travel extended periods of time with frequent overnight stays
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Professional Experience:

Transportation Officer
The GEO Group, Inc, Bridgeville, PA
August 2005 – Present

- Conducted pre-trip, during-trip, and post-trip inspections of all vehicles operated.
- Completed all necessary paperwork and reports in an accurate and thorough manner.
- Reported accident to safety authorizations and facility management.
- Provided detailed information to requesting authorities.
- Delivered vehicles for servicing and picked them up when ready.

Transportation Officer
G4S Wackenhut, Bridgeville, PA
May 2000 – July 2005

- Supported appropriate financial management systems.
 - Maintained an accurate management information system in relation to eligible pupils and their provision.
 - Interviewed and appointed new escorts and arrange for contracts to be issued.
 - Monitored the quality and cost effectiveness of provision.
 - Assisted in the development and implementation of effective financial payment.
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Education:

Bachelor's Degree in Logistics
Virginia Commonwealth University, Richmond, VA

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