James

PROFESSIONAL OBJECTIVE & SKILLS

Seeking a career as a cargo or freight agent.

- Advise clients on transportation and payment methods.
- Track delivery progress of shipments.
- Notify consignees, passengers, or customers of freight or baggage arrival and arrange for delivery.
- Determine method of shipment and prepare bills of lading, invoices, and other shipping documents.
- Estimate freight or postal rates and record shipment costs and weights.

WORK EXPERIENCE

R & L Carriers – (September 1996 – October 2014)
8425 Epicenter Boulevard, Lakeland, Florida 33809
(863) 984-9811

- ***Job responsibilities:***
- Follow appropriate safety procedures for transporting dangers goods.
- Check vehicles to ensure all safety and mechanical equipment is in good working order.
- Maintain logs of working hours or of vehicle service or repair status.
- Obtain receipts and signatures for delivered goods and collect payment.
- Check all load-related documentation to ensure complete and accurate.
- Use maps and navigation to deliver goods within given timeframe.

EDUCATION

Lake Gibson High School

- 1991 Diploma