**Joe A. Smith**

1424 N 64th St | Mesa, AZ 85205 | (480) 381-8530 | Smitty002000@Gmail.com

**OBJECTIVE**

To join a creative team that shares a passion for nature and the outdoors; fully utilizing my customer service, communication, and management skills, and mechanical ability as a valuable asset to the team.

**SKILLS**

Excellent communication

Safety oriented

Attention to detail

Punctuality and professionalism

Management of mechanical and construction teams

Excellent driving record

Experienced at loading vehicles and materials on trailers for transport, then transporting loaded trailers without incident

Focused time management and prioritization

Physical ability to complete labor-intensive tasks

Excellent customer service skills

**EMPLOYMENT HISTORY**

**CDL Driver, Old Dominion Freight Line, October 2010 to present**

In addition to driving a class A vehicle safely through metro traffic, I am responsible for maintaining electronic tracking logs, utilizing a handheld computer, maintaining time efficiency, direct route planning, many aspects of safety, fuel management, and physically maneuvering freight. My responsibilities also include providing quality customer service and timely completion of tasks.

**Owner/Manager, The Motorcycle Service Shop, LLC, March 2005 to August 2010**

I owned and operated a motorcycle service shop in Mesa, AZ. I was responsible for managing the day-to-day operations of the shop as well as facilitating other aspects of the business such as bookkeeping, advertising, marketing, etc. My responsibilities included customer service, parts managing, parts ordering, service writing, employee management, POS operating, scheduling, and also performing mechanical work on customers’ motorcycles. In addition, I had the sole responsibility of customer motorcycle pickup and delivery.

**EDUCATION AND CERTIFICATIONS**

GED, Lawrence Public Schools, January 2003

CDL Class A license, double and triple trailer, hazmat, and tanker endorsements

Forklift certified