

Jeffrey Belton

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Professional Summary

Dedicated and dependable Car Driver with excellent record of customer satisfaction. Stickler for punctuality and safety. Established history of completing driving jobs through various kinds of territory at various lengths.

Core Qualifications

- Thorough knowledge of automobile and equipment safety
- Ability to work long shifts up to sixteen hours
- High flexibility in scheduling, including nights, weekends and holidays
- Excellent driving ability, even in poor weather conditions
- Good availability for assignments on short notice
- Good problem-solving and analytical skills
- Strong interpersonal and client service skills

Experience

August 2010 to Present Budget Car Rental, London Car Driver

- Performed pre- and post-rental checks on vehicles and submitted appropriate forms to dispatchers.
- Maintained clean exteriors and interiors of rental vehicles.
- Reported all maintenance and other problems to management.
- Assisted customers with payment and insurance processes.

August 2007 to July 2010 Mike Schmid Automotive, Eden Prairie, MN Car Driver

- Upheld all safety precautions and regulations.
- Performed daily maintenance and safety checks.
- Operated all vehicles safely and effectively.
- Kept daily pick-up records.

Education

2006 Crestview Secondary School, Eden Prairie, England Secondary School GCSE