

ALLEN NAJERA

## EXPERIENCE

### Delivery Driver

Link Logistics (August 2024 - Present)

- Safely deliver packages on schedule, demonstrating strong time management and dependability.
- Conduct pre- and post-trip vehicle inspections to ensure road safety and compliance with regulations.
- Utilize GPS and routing software to plan and execute efficient delivery routes.
- Load and secure packages to prevent damage during transit, adhering to safety protocols.
- Maintain clear communication with dispatchers to address route adjustments or delivery challenges.

### Food Catering Assistance

Najera's Food Catering (2019 - Present)

- Transport catering equipment and food safely to off-site event locations, ensuring timely setups.
- Operate vans and small trucks for equipment deliveries, showcasing vehicle handling skills.
- Ensure compliance with health and safety standards during food preparation and delivery.
- Build strong customer relationships by providing friendly, professional service.

### General Assistant

## First American Mortgage Solutions (2021 - 2022)

- Coordinated document shipping, ensuring precise labeling and compliance with deadlines.
- Managed logistics for time-sensitive files, maintaining excellent organizational skills.
- Flagged issues for resolution, ensuring smooth operational workflows.

## Cashier / Food Expo

### La Vida Cantina (2016 - 2019)

- Processed orders and payments, handling cash and credit transactions with accuracy.
- Supported high-paced operations by organizing orders and ensuring smooth service.
- Contributed to team success through effective communication and problem-solving.

## SKILLS

- Vehicle Operation: Experienced with pre- and post-trip inspections, safety checks, and basic vehicle maintenance.
- Safety Awareness: Proficient in following safety protocols and maintaining compliance with delivery standards.
- Logistics Management: Skilled in route planning, time management, and on-the-spot problem-solving.
- Customer Service: Strong interpersonal skills for interacting with clients, dispatchers, and team members.
- Technology: Proficient with GPS navigation, delivery apps, and Microsoft Excel.
- Bilingual Communication: Fluent in English and Spanish.

## EDUCATION

### Saddleback High School

Graduated: 2016

## ADDITIONAL HIGHLIGHTS

- Proven track record of safely operating delivery vehicles in various conditions.
- Experience managing time-sensitive deliveries while maintaining a focus on safety and efficiency.
- Demonstrated ability to learn new tools and adapt to dynamic work environments.