**Soraya Sara**

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 **PROFESSIONAL EXPERIENCE**

**Imer Express INC. 847-877-9044** (Team Driver) Step Deck 11/22/2020 to 12/19/2020

281 lies Rd E, Carol Stream, IL 60188

Deliver freight to customers throughout all state U.S. in accordance with company procedures, safety protocols, DOT regulations, and traffic laws.

Track deliveries and maintain log of vehicle issues, cargo records, delivery issues, and billing statements.

Communicate schedules and logistics with communications and the head office.

Navigate routes using GPS to find the most efficient route.

Checked cargo and related documentation for completeness and accuracy prior to transport.

Efficiently loaded and prepared cargo for transport.

Followed road safety precautions and traffic laws on all trips.

Maintained vehicle log.

Worked with customers to ensure smooth and satisfactory deliveries, and provide good service.

**El Nachos Tequila Restaurant**. 746 Carton St, Elizabeth, NJ 07202 3/2019 to 4/2020

Server and Bartender

Supervisor: Stephany Fernandez (908) 906-4874.

Provide Customer Service the Food and Beverage Server. The restaurant and has considerable influence on its patrons’ experience. They must maintain a professional and friendly demeanor and offer timely assistance to customers into order ensure that their needs are met.

If any issues arise throughout the customer’s dining experience, the Food and Beverage Server is responsible for resolving them. Take Orders Presenting menus, answering questions and offering suggestions.

the Food and Beverage Server will guide patrons through the restaurant offerings and eventually take down their chosen orders. It is often the duty of the Food and Beverage Server to explain menu items. Recommended menu items that the restaurant would like to sell more of.

**I Worked for an Investor Multiple transport companies** 3/2015 to 2/2019

Supervisor: Linett Rodriguez (954) 326-0651

6301 Powerline Rd, Fort Lauderdale, Fl 33309

Worked for an investor consisting of multi-company transport-based companies and Real State in Florida state. Administrative support workers help executives with the day-to-day running of the business by assisting with clerical and administrative processes. This job involves tasks such as organizing meetings and travel arrangements, responding to inquiries, and driving.

**BlackTop21 Trucking. Fort Lauderdale FL**

6301 Powerline Rd, Fort Lauderdale, Fl 33309

Supervisor: Linett Rodriguez (954) 326-0651

Driving state to state.

prepared permits, plates, and supervised the maintenance of trucks.

also transported trucks to get inspected.

I have the CDL license, tank permits and hazmat endorsement in the state of Florida.

renew it for the state of Oklahoma, I also have Twic card. And supervised hazmat loads when required. supervised the mechanics' work and maintained the repair reports corresponding to the trucks. I also did payroll and everything corresponding to the trucks and Drivers.

Ability to troubleshoot vehicle maintenance to adhere to a delivery schedule.

Communicates instantly to all parties when serious issues interrupt timely scheduled delivery. Maintains a vehicle log of small and large issues.

checked maintains the health of vehicle with oil and tire and engine maintenance to prevent serious issues. Regular maintenance on assigned trucks of different varieties

Follows procedures of providing information and feedback of repairs of the truck and the effectiveness of repairs taken. Performed on-the-spot repairs during long-haul drives.

**FedEx Ground. Pompano Beach FL.** Supervisor: Linett Rodriguez (954) 326-0651

2701 W Copans. Pompano Beach, Fl 33069

The company package logistic inc. Is affiliated with FedEx ground in Pompano Beach, fl. In this company. Charge of putting on the web jobs to recruit drivers in high season around 200 divers recruits for independent investors who have routes in FedEx was in charge of making the files which consisted, driver license, legal work papers, checking their license record, Dot card, social security, giving instructions and helping applicants fill out their resume online on FedEx computers. When collecting the information, it was taken to the hiring offices for evaluation, I followed up. When they were approved, Assigned the training of the routes to each driver.

**JMJR Fueling Inc. Pompano Beach, Fl.** Supervisor: Linett Rodriguez (954) 326-0651

2701 W Copans. Pompano Beach, Fl 33069

this company was recruiting drivers CDL. This company had line haul routes on FedEx. organized the files of the drivers for their approval, Inspected the vehicle, maintained the permits whit the legal standards of the state including tolls, electronic logs, to the transport of the trucks to the mechanic for they monthly inspection. Had communication with the dispatch for the logistics of the routes and their loads.

**Martin Property Group LLC.**6301 Powerline Rd, Fort Lauderdale, Fl 33309

Supervisor: Linett Rodriguez (954) 326-0651

Property administrators are responsible for handling the administrative elements of running a property and ensuring it remains valuable. Most are employed by private real estate investment companies, property management companies, and homeowner's associations. Excellent communication and interpersonal skills. Detail oriented and highly organized. Strong customer service skills. Skilled in time management and the ability to prioritize tasks. Excellent critical thinking and problem-solving skills.

Carrying administrative duties such as filing, typing, copying, binding, scanning etc.

Writing letters and emails on behalf of other office staff.

Processing expenses sheets and invoices. Monitoring stationary levels and ordering office supplies. Covering the reception desk when required.

Maintaining computer and manual filing systems. Provide information to internal colleagues or external enquirers. Handling sensitive information in a confidential manner.

Coordinating office procedures.

Relying to email telephone or face to face enquiries.

Develop and update administrative systems to make them more efficient.

Resolve administrative problems. Receiving sorting and distributing the post.

Answering telephone calls and passing them on.

Managing staff appointments. Coordinating repairs to office equipment.

**Company: 2014 – 2015 /FL**

**U.S Xpress**. (855)713-0058 09/2014 - 01/2015 9523 Florida Mining Blvd E, Jacksonville Fl, 32257.

Complete basic maintenance such as minor repairs to keep vehicle neat and running properly. maintained a daily legible DOT logbook and submitted corresponding documents. Safely load and unload deliveries according to size of load and content description. Transport deliveries locally and over the road. Report accidents, damage, and malfunctions involving company equipment. Inspected tires, lights, and brakes and gas, oil, and water levels. Verified hazardous material descriptions and checked discrepancies in paperwork. Dropped and hooked trailers and changed the configuration of equipment when necessary. Marked invoices and clearly noted returns and shorts. Confirmed all dispatch instructions.

**Swift Transportation** 05/2014 - 08/2014

2201Sw 57th Ave, Ocala, Fl 34474

Safe operation of equipment to lift heavy cargo. Uses GPS and other maps to find the most efficient routes on delivery. Prioritizes safety in the use of complex equipment by being well-versed in usage and research new equipment before using.

Can back up larger trailers, like a tractor-trailer. Settling up axel weights to ensure they are in line with legal requirements. Setting up a track in different sized loading docks

Highly experienced in driving and maintaining different types of trucks.

Understands how to shift and 13-speed transmission. Can perform very physically demanding roles like balancing, climbing lifting and carrying heavy objects**.**

**Seminole Casino Coconut Creek.** 2012 - 2014

Cocktail Waitress. 5550 NW 40th St, Coconut Creek, Fl 33073

Interacting with customers by taking their orders, making recommendations, providing. Them with accurate bills, serving them food and drinks, processing payments, and supplying then with whatever they need in a timely manner. Assisting with opening and closing duties. Learning about the food and beverages, such as wine, beer, and cocktails. Checking identification to ensure are the proper age to purchase alcoholic beverages. Standing walking and carrying heavy trays of food and drinks. Ability to walk, stand, and carry heavy trays. A friendly, attentive attitude. Compliance with all local, state, and federal liquor laws.

**Independent Cosmetologist.** 2009 – 2011

Extended new services such as the scalp and skin care, massages, eyebrow shaping etc. Maintained salon cleanliness and kept conditions sanitary. Up sold salon’s product line to clients. Designated as the salon’s home service stylist. Worked as a hair stylist, makeup artist.

**CDL Driver Car Carrier Owner Operator Company.** (Helper) 2000 – 2006 Affiliate Waggoners Trucking. Baltimore, MD Hector Rolon (904)763-2935

Planned routes of delivery sites to be visited to ensure the fastest and least expensive service.

Reported cargo at every stop to maintain weight and load regulations.

Scanned and organized cargo within the cab making sure that each delivery site received the proper cars. Tracks deliveries and maintains a clear log of cargo records.

Logging of vehicle and delivery issues when they arise Organized lodging of billing statements. Maintains accurate records for entire jobs, going back over experience to determine more efficient strategies for the future.

Checks cargo and related documentation before delivery.

Works in accordance with company safety protocols, safety procedures, regulations, and traffic laws

Complies with federal and state regulations. And shifts performance when driving long-routes between states.

Reports and logs issues and usual occurrences that happened on the road.

Adept at handling paperwork related to delivery such as signing receipts.

Technical ability to do basic repairs to a vehicle. Keeps tools and equipment needed for self-repairs.

Uses advanced problem-solving skills and refers to manuals where needed**.**

**PROFESSIONAL EDUCATION** **& TRAINING**

Gold Coast School Tamarac. 2018. 74 Hour (800)732-9140

**CDL Technical & Motorcycle Driving School. 2014. 40 Hour (305) 822-0666**

New York Bartending School of south fl. Fort Lauderdale. 2012. 40 Hour (212) 768-8460

Margate School of beauty 2010. 1200 Hour (954) 345-4459

DiGrigoli School of Cosmetology. 2008 -2009. 1000 Hour (413) 827-0037

Springfield Technical Community college. 200712 Credit

Institute of Accounting and Computer Systems. 1996 – 1998. 1580 hours in 2 years

High School Leonistico La Merced. 1996

REFERENCE

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