

Kivon Riley

kivonriley@email.com

(123) 456-7890

San Francisco, CA

[LinkedIn](#)

WORK EXPERIENCE

US Foods - Local Truck Driver

2010 - current

San Francisco, CA

- Drove reefer trucks with **80,000 pounds** of time-sensitive produce within the state of California, and completed **2,000+ trips** while accurately reporting mileage and expenses.
- Maintained superior customer service, receiving **150+ positive customer evaluations** on surveys.
- Troubleshoot reefer truck issues to reduce time spent on the roadside and **boost efficiency by 22%**.
- Practiced routine truck and equipment maintenance, ensuring it was free of excess wear and tear.
- Communicated with buyers to deliver goods **94% of the time** under strict time constraints.

L&L Trucking - Local Truck Driver

2008 - 2010

San Francisco, CA

- Communicated patiently, adopted flexible scheduling, and maintained **94% timely delivery rates**.
- Initiated system for completing reports on mileage, repairs, maintenance, and expenses.
- Helped route manager create direct routes across central California, **saving 65+ miles** a truck per trip.
- Integrated the use of virtual transactions to **reduce 86% of inefficient communication**.

Linnie's Bar & Grill - Bartender

2006 - 2008

San Francisco, CA

- Learned drink menu and off-menu classics, guiding customers towards high-margin items.
- Partnered with local distilleries to increase brand awareness, resulting in a **12% increase** in customers.
- Enthusiastically greeted customers entering the restaurant, and suggested seating in the bar while waiting for a table, increasing the likelihood of **drink purchases by 43%**.

EDUCATION

Gateway High School - High School Diploma

2002 - 2006

San Francisco, CA

SKILLS

- Attentive
- Time Management
- Safety
- Verbal Communication

LICENSES

- Class A CDL