

BERNARDO D. ORTEGA JR.

DRIVER

CONTACT

- + (63) 9266178456
- ortega.bernardojr@gmail.com
- Las Pinas City, Metro Manila, Philippines

SKILLS

- Safe Driving Practices
- Vehicle Maintenance
- Navigation Skills
- Attention to Detail
- Time Management
- Customer Service
- Communication Skills
- Problem-Solving Abilities

PROFILE

Amiable and outgoing driver with expertise in cargo, passenger, and safe operations. Excellent problem solver and communicator with a proven track record in the industry. Excellent safety record; frequently requested for repeat transportation by customers.

EDUCATION

Bachelor of Science in Business Administration - Management

University of the East (1988 - 1993)
C.M. Recto, Manila

LANGUAGES

- English 
- Filipino 

OBJECTIVE

To secure a challenging and rewarding position as a professional driver where my extensive experience, dedication to safety, and commitment to exceptional service can contribute to the efficient transportation of passengers or goods. As a skilled driver, I aim to uphold the highest standards of reliability, punctuality, and customer satisfaction while adhering to all traffic laws and company policies.

WORK EXPERIENCE

Delivery Driver

Green Zone Company April 2023 - Present

- Safely transport goods to designated locations, adhering to traffic laws and company policies.
- Provide exceptional customer service and communicate effectively with dispatchers and clients.
- Maintain vehicle cleanliness, perform basic maintenance checks, and optimize delivery routes for efficiency.
- Ensure accurate handling of invoices, receipts, and delivery-related documents while upholding product quality standards and safety protocols.

Company Driver

People's General Insurance Corporation January 2010 - March 2023

- Performs battery lights, oil, water, brakes, air, gas, engine, tire, and electrical check-up and ensures cleanliness before driving the vehicle daily.
- Delivers various goods and materials to and from predetermined destinations in a timely manner, while also moving corporate personnel safely.
- Performs all-around errands such as bank and government agency appointments.
- Assists with the loading and unloading of the items, materials, and bags of company personnel.
- Modifies travel routes to stay clear of construction zones or traffic jams.

Dump Truck and Cargo Driver

Aljimar Construction Company October 2000 - December 2009

- Check the oil, gas, and water levels as well as the lights and tires before and after each trip of the truck.
- Transports crushed rock, sand, and gravel to and from specified needs to be fulfilled.
- Verifies the types of materials being transported and ensuring that they do not exceed weight restrictions.
- Promptly informs the management of any accidents, injuries, or mechanical faults.
- Performs regular maintenance to ensure that the truck is in good working condition