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## **Robert C. Robinson**

### **MANAGEMENT SHIPPING RECEIVING PROFESSIONAL TRANSPORT**

#### **Objective**

Seeking a Position within a Company Where my Expertise in Transportation and Management will be an asset

#### **Summary**

Highly Motivated, Creative and Versatile Professional with Expertise in Secure Document Management, Customer Service, Operations, Personal Transport and Inspirational Leadership  
A Team Player with an Entrepreneurial Edge

#### **Selected Areas of Expertise**

**2009 – Present**

**Highmark Inc.**

**Pittsburgh, PA**

##### **Truck Messenger**

- Timely Transport of USPS, Fed Ex and UPS Mail, claims, stock, skids of freight, boxes, packages, bank deposits, time sensitive medical review cases, and insurance department materials, supporting Highmark and subsidiaries.
- Document, Report and Scheduling of all maintenance and repairs needed for company vehicle and maintain all records of daily use
- Utilize The Pitney–Bowes - Send Suite Tracking System for daily input and scanning of USPS, Fed-Ex, UPS incoming and outgoing packages
- Ensure packages have proper USPS, Fed-Ex and UPS forms and labeling for shipment
- Utilize Mail Sorting Machine for Inter and Intra Office Mail
- Maintain vehicle logs and perform vehicle inspections as required
- Operate electric pallet jack

**2005 – 2010**

**Friendship Baptist Church**

**Washington, PA**

##### **Senior Pastor**

- Organize and Energize all Worship Services
- Teacher, Counselor and Advisor for membership in daily Christian living
- Moderator of Business meetings, Motivate Membership to Accomplish Goals
- Advertise, Recruit, Interview and place candidates for vacant and volunteer openings

**2006 – Present**

**Executive Transportation**

**Pittsburgh, PA**

##### **Motor Coach Operator**

- Nationwide Transport of Celebrities, Companies, Private, and Nonprofit Organizations
- Facilitation of Group Tour and Travel Arrangements
- Assist with vehicle maintenance and repairs
- Maintain logs and perform vehicle inspections as required

