



Manuel Carr

Delivery Driver, Security

☎ (303) 555-7461 ✉ manuel.carr@example.com

🌐 linkedin.com/example/manuelcarr 📍 Aurora, CO 80012

STRENGTHS

- 🔒 **Secure document handling**
Protected sensitive materials through route manifests and custody checks. Handoffs stayed clear, and recipients gained confidence in delivery records.
- ✉ **Mail screening**
Questionable items were separated before distribution. A calm review habit helped keep normal mail flow orderly and safe.
- 🔑 **Access control**
Verified visitors, vendors, employees, and couriers at entry points. Teams relied on clear decisions during busy coverage periods.
- 🚚 **Route coordination**
Balanced scheduled stops with urgent requests and changing priorities. Accurate notes kept service recipients informed when plans shifted.
- ♥ **Safety administration**
Maintained inspection records, incident notes, and access files. Small documentation details made follow up much easier for supervisors.
- 👥 **Customer service**
Handled delivery questions with patience and clear records. Internal recipients received practical updates instead of vague answers.

SKILLS

<u>Delivery driving</u>	<u>Route planning</u>
<u>Mail sorting</u>	<u>Mail processing</u>
<u>Mail security</u>	<u>Facility security</u>
<u>Access control</u>	<u>Secure storage</u>
<u>Chain of custody</u>	<u>Customer service</u>
<u>Incident documentation</u>	

SUMMARY

Delivery, mail operations, and facility security professional with three years of combined experience supporting time sensitive document movement, mail sorting, access control, and secure facility operations. Maintains a valid unrestricted **Colorado Driver's License** and practical experience driving scheduled routes, protecting sensitive materials, screening incoming and **outgoing mail**, and preserving **chain of custody** awareness. Staffs security desks, verifies authorized entry, monitors gated parking and delivery access, and records incidents or access exceptions for follow up. Supports **secure storage**, safety program administration, route documentation, and customer service for internal recipients. Comfortable with varied shifts, holiday coverage, overtime, and regular local travel. Brings dependable handling, accurate routing, procedural discipline, and calm coordination across delivery, mailroom, and facility security work.

EXPERIENCE

Delivery and Security Associate

Mile High Secure Logistics 📅 April 2025 - Present 📍 Aurora, CO

Supports secure delivery routes, mail screening, access control, storage records, and facility safety administration for sensitive document operations. Coordinates changing priorities across internal recipients while protecting materials, documenting handoffs, and maintaining dependable service coverage.

- Ran scheduled routes using manifests and custody checks, keeping sensitive documents tracked through receipt.
- Screened incoming and **outgoing mail**, isolating questionable items for designated review before distribution.
- Staffed **security desk** operations, verifying authorized entry across visitor, vendor, parking, and delivery access.
- Maintained **secure storage** logs and release records, identifying unresolved handoff discrepancies before shift close.
- Updated safety files, inspection records, access documentation, incident notes, and recurring program records.
- Adjusted delivery priorities around urgent requests, preserving route records and professional customer communication.

Mail and Delivery Driver

Rocky Mountain Mail Services 📅 July 2023 - March 2025 📍 Lakewood, CO

Managed daily pickup and delivery routes, **mail sorting**, **security** checks, access coverage, and service documentation for multiple business locations. Prepared vehicles and route materials while supporting accurate dispatch, safe operations, and timely recipient service.

- Drove daily routes across business locations, sequencing stops around scheduled mail windows and safe practices.
- Sorted inbound and outbound mail by destination and service requirement, verifying labels before dispatch.
- Applied **mail security** checks, escalating damaged, suspicious, or improperly documented items through procedures.
- Covered front desk access during staffing gaps, confirming visitor authorization and directing approved entry.
- Recorded deliveries, exceptions, returned items, and recipient acknowledgments for reliable service follow up.
- Prepared vehicles and route materials before shifts, reducing delays from missing supplies or manifests.

[Route documentation](#) [Shift work](#)

[Holiday coverage](#)

[Overtime readiness](#)

LANGUAGES

English

Native

Spanish

Intermediate

MY CAREER

3.2
YEARS

● Delivery and Security Associate at Mile High Secure Logistics (1.5 Years)

● Mail and Delivery Driver at Rocky Mountain Mail Services (1.7 Years)

PROJECTS

Secure Route Documentation 📅 2025

Created a practical route documentation process using manifests, custody checks, recipient acknowledgments, and exception records to support accurate delivery tracking and dependable follow up.

Mail Security Screening Workflow 📅 2024

Applied a structured screening workflow for incoming and outgoing mail, separating questionable materials for review before normal distribution and preserving procedural control.

LEADERSHIP & AWARDS

- Recognized by supervisors for dependable handling of sensitive documents and accurate delivery records.
- Trusted for consistent security desk coverage, calm access coordination, and professional internal customer service.

EDUCATION

High School Diploma

Hinkley High School 🎓 GPA: 4.0 📅 2023 📍 Aurora, CO

Coursework: Business communication, public safety, computer applications, workplace procedures

CERTIFICATIONS

- Valid Unrestricted Colorado Driver's License 📅 2026
- Workplace Security Awareness Training 📅 2026

TECHNICAL SKILLS

- **Delivery Operations:** Scheduled routes, pickup and delivery, route manifests
- **Mail Processing:** Inbound mail, outbound mail, sorting
- **Mail Security:** Mail screening, suspicious item isolation, security procedures
- **Access Control:** Authorized entry, visitor verification, gated parking
- **Facility Security:** Security desk, delivery access, site procedures
- **Secure Storage:** Controlled materials, release records, storage logs
- **Chain of Custody:** Custody checks, handoff records, recipient acknowledgments
- **Safety Administration:** Inspection records, incident notes, safety program files
- **Route Documentation:** Delivery records, exception records, route priorities
- **Vehicle Operations:** Vehicle readiness, route materials, safe driving practices
- **Customer Service:** Internal recipients, service questions, professional communication
- **Compliance Checks:** Background check, tax compliance check, license maintenance

PROFESSIONAL AFFILIATIONS

- Colorado delivery and security operations community, with practical focus on safe transport and controlled access.
- Local mail services network, supporting accurate routing, dependable handoffs, and respectful recipient communication.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST