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Professional Summary

As an experienced delivery employee in postal services for over 17 years, my reliable nature and ability to work effectively in both collaborative and independent situations has enabled me to progress into avenues of line management. I have shown a high level of skill in organisation and communication with both colleagues and the general public when undertaking delivery and management responsibilities.

As an employee that works consistently and effectively under pressure to meet deadlines, I aim to continue to progress in the delivery sector with particular focus on logistics. I began to further my professional development to support this in October 2022 when I trained successfully to obtain a license to drive Class 2 vehicles. Since this time, I have gained initial experience driving HGV vehicles through my current employer. In January 2023 I became further qualified to drive Class 1 vehicles.

James. L. Colder

Key Skills

- ♦ High level of customer service and care through regular interaction with the general public.
- ♦ Positive verbal communication skills with both colleagues and customers.
- ♦ Thorough working nature with attention to detail whilst handling a wide range of deliveries.
- ♦ The ability to work independently and collaboratively including the organisation of others.
- ♦ Patient and calm in challenging situations.
- ♦ Proactive to problem solve and work well under pressure.
- ♦ Motivated and aspirational to further professional abilities.

Employment History

Royal Mail

(June 2005 – present day)

Achievements and responsibilities

Responsible for the organisation and daily deliveries including delivery vehicle checks.

Responsible for the integrity of all delivery items.

Progression to line manager in 2015.

Achievement of a Class 2 HGV driving license in 2022.

Hobbies & Interests

I have been committed to fitness for many years and regularly attend the gym to maintain my personal health and fitness. I have previously competed in national body building competitions and achieved the award for first place. Through this interest have explored nutrition extensively and enjoy to cook at my leisure for myself and others.

Education

St Augustin's Catholic Sixth Form

(September 2002– July 2004)

GNVQ Business Studies - Grade BB
A Level accounting - C

St Augustin's Catholic Sixth Form

(September 1997 – July 2002)

9 GCSEs, grade A* - D, including Maths, English and Science above grade C.

Further Qualifications

ICT

Comptia A Plus – PASS

Microsoft Windows MCDST – PASS

Microsoft Windows MCP - PASS

City & Guilds Level 2 NVQ in Mail Services – PASS

Category C HGV Class 2 license - PASS

Category C+E HGV Class 1 license—PASS

References

References are available on request.