Robert Smith

**Messenger/Co­ordinator**

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# SUMMARY

Promoted to Corporal and placed in a shift leadership position employment. Enjoy driving to Chattanooga from Rome anymore so seeking new employment.

# SKILLS

Practiced careful, Defensive driving techniques.

# WORK EXPERIENCE

## Messenger/Co-ordinator

ABC Corporation ­ February 1985 – December 1985

* Worked at messenger center sites tracking customers via computer. Duties include internal deliveries to offices of different companies.
* Delivered packages using transit to high-end stores, law firms, pharmacies, courthouses, and

hospitals around New York City.

* Accomplished good experience and knowledge while working at messenger centers and outside.
* Datatrack software to track customer deliveries.
* Tracked delivery records by using manifests and now using smartphones for customer signatures.
* Consulted the mission to the United Nations of foreign countries.
* Delivered various items to residential homes and commercial property.

## Messenger

ABC Corporation ­ 1980 – 1985

* Porter / Messenger / Retail / New York, NY / Sep 2013 - Oct 2013 Monitoring store entrance(s) during opening and closing.
* Cleaning all countertops, mirror and windows displays.
* Completing any messenger duties for both the cash office and service department.
* Replacing non-working light bulbs on fixtures.
* Ensuring storage areas are clean and supplied with visual supplies..
* This is Dummy Description data, Replace with job description relevant to your current role.
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# EDUCATION

Associate's Degree in Accounting - 2009(ASA - The College for Excellence - New York, NY)