

# Robert Smith

## Messenger/Co-ordinator

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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)