Phone: (0123)­456­789 **|** Email: info@qwikresume.com **|** Website: Qwikresume.com

**SUMMARY**

Extensively trained and qualified in culinary, hospitality, and management. Highly motivated individual with promising leadership skills and extreme pride in performance with unlimited growth.

**CORE COMPETENCIES**

Messenger, Technical Skills.

**PROFESSIONAL EXPERIENCE**

# Messenger II

**ABC Corporation - December 2012 – August 2014**

**Key Deliverables:**

* Collected, sealed, and stamped outgoing mail, using postage meters and envelope sealers.
* Delivered messages and items, such as newspapers, documents, and packages, between establishment departments.
* Performed general office or clerical work such as filing materials, operating duplicating machines, or running errands.
* Planned and follow the most efficient routes for delivering goods.
* Received messages or materials to be delivered, and information on recipients, such as names, addresses.
* Sorted items to be delivered according to the delivery route.
* Walked, and used public conveyances to reach destinations to deliver messages or materials.

# Messenger

**SELECT EXPRESS - 2009 – 2012**

**Key Deliverables:**

* Worked at messenger center sites tracking customers via computer.
* Duties include internal deliveries to offices of different companies.
* Also deliver packages using transit to high­end stores, law firms, pharmacies, courthouses and hospitals around New York City.
* I have accomplished good experience and knowledge while working at messenger centers and outside.
* Skills Used I have used Datatrack software to track customer deliveries.
* Also tracked delivery records by using manifests and now using smartphones for customer signatures.
* Special deliveries to Consulates and missions to the United Nations of foreign countries..

**EDUCATION**

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* Diploma