

ROBERT SMITH

Messenger II

Phone: (0123)-456-789 | 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 high-end 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