ROBERT SMITH

**Messenger/Representative**

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**SUMMARY**

Position with a growing company that would allow to use excellent organizational and communication skills.

**SKILLS**

Automobile Repair, Carpentry.

**WORK EXPERIENCE**

# Messenger/Representative

ABC Corporation ­ July 2007 – April 2014

* Ensured goods are loaded correctly and taking precautions with hazardous goods.
* Received messages or materials to be delivered, and information on recipients, such as names, addresses, telephone numbers.
* Planned and follow the most efficient routes for delivering goods.
* Delivered messages and items, such as newspapers, documents, and packages, between establishment departments.
* Sorted items to be delivered according to the delivery route.
* Obtained signatures and payments, or arrange for recipients to make payments.
* Recorded information, such as items received and delivered and recipients responses to messages.

# Messenger

ABC Corporation ­ 2005 – 2007

* Delivered important documents to and from law firms and courthouses, both in New York City and New Jersey.
* Completed on­time deliveries by choosing the best and most efficient routes.
* Drove company truck for local and intra­state pick ups and deliveries.
* Loaded and secured items in trucks.
* Fostered positive working relationships with customers by responding to their questions and concerns.
* Interpreted maps and followed written and verbal directions..
* This is Dummy Description data, Replace with job description relevant to your current role.

**SCHOLASTICS**

* ­ (Hyde Park Career Academy High School ­ Chicago, IL)